AT&T

Integrated Services Digital Network (ISDN)

8520T Voice/Data Terminal Feature Package 3 User's Manual

WARRANTY

All terms and conditions specified in your agreement with AT&T apply.

NOTICE

While reasonable efforts were made to ensure that the information in this document was complete and accurate at the time of printing, AT&T can assume no responsibility for any errors. Changes or corrections to the information contained in this document may be incorporated into future issues.

TO ORDER COPIES OF THIS DOCUMENT

Call: AT&T Customer Information Center on 800 432-6600,
In Canada: 800 255-1242 or

Write: AT&T Customer Information Center
2855 North Franklin Road
P.O. Box 19901
Indianapolis, IN 46219

Order: Document No. AT&T 555-021-758
Issue 1, November 1993

For more information about AT&T documents, see *Business Communications Systems Publications Catalog*, 555-000-010.

HEARING AID COMPATIBILITY

This voice/data terminal is compatible with the inductively coupled hearing aids as required by the Federal Communications Commission (FCC).

Prepared by
AT&T GBCS Documentation
Development Group
Middletown, New Jersey 07748

©1993 AT&T
All Rights Reserved
Printed in USA

YOUR RESPONSIBILITY FOR YOUR SYSTEM'S SECURITY

You are responsible for the security of your system. AT&T does not warrant that this product is immune from or will prevent unauthorized use of common-carrier telecommunication services or facilities accessed through or connected to it. AT&T will not be responsible for any charges that result from such unauthorized use. Product administration to prevent unauthorized use is your responsibility and your system manager should read all documents provided with this product to fully understand the features available that may reduce your risk of incurring charges.

INTERFERENCE WARNING INFORMATION - Part 15 of FCC Rules

Federal Communications Commission (FCC) Rules require that you be notified of the following:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1 Reorient or relocate the receiving antenna.

2 Increase the separation between the equipment and receiver.

3 Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

4 Consult the dealer or an experienced radio/TV technician for help.

You may find the following booklet prepared by the Federal Communications Commission helpful: *How to Identify and Resolve Radio-TV Interference Problems.*
This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20042, Stock No. 004-000-00345-4.

Contents

Introduction 1
Organization of this Manual 1
Conventions Used in this Manual 2
A Note on the Term, system manager 3

Your ISDN 8520T Voice Terminal 4

Voice Feature Descriptions 9
Voice Features 9
Features Accessed with the Display and Softkeys 10

Voice Features 13
Answering and Placing a Call 13
Conference 14
Drop 14
Hold 15
Message Retrieval 15
Mute 16
Redial (Last Number Dialed) 16
Speakerphone and Speaker 17
Speaker 17
Speakerphone 18
Transfer 19

Features Accessed with the Display and Softkeys 20
Entering Softkey Mode; Exiting to Your Home Screen (Using [*Menu*] and [*Exit*] Buttons) 21
Using [*Next* ►], [◄ *Prev*], and [*Dir*] 23
The Padlock Icon 23
Responding to Quit and Done 23
A Softkey Display Screen Flowchart 23
Setting the Clock 26
Setting the Speakerphone 29

Adding, Editing, and Deleting a Number and Name (and Optional Group Name) in the Directory....32
Adding Numbers and Names Into the Directory....32
Duplicate Entries....36
Editing Entries in the Directory....38
Deleting an Entry from the Directory....41
Organizing Entries in the Directory....43
Renaming Groups....44
Moving Entries from One Group into Another....47
Searching for an Entry in the Directory....50
Viewing a Directory Entry (Editing or Deleting the Entry and Placing a Call)....54
Using [*Dir*] to Place a Call....57
Using the Call Log....59
Viewing Unanswered Incoming Calls in the Call Log (When the Call Log is set to Unanswered Calls Only)....59
Setting the Call Log....61
Seeing Indication of New Unanswered Incoming Call(s) Under the Date and Time on Your Display Screen....63
Viewing Unanswered Incoming Calls in the Call Log (When Call Log is set to All Calls)....65
Viewing Answered Incoming Calls in the Call Log....66
Viewing Outgoing Calls in the Call Log....68
Locking and Unlocking Directory Changes, Call Log, and All Softkeys....71
Changing or Removing Your Password....74
Choosing a Home Screen....76
Selecting a Particular Directory Page for the Home Screen....78
Self-Test....82
Choosing the Contrast Level for the Display....84

Selecting a Personalized Ring
(and Adjusting Ringer Volume) 86
Selecting Display Messages You Want To View and Setting
the Rate at Which You View the Display Messages 88
Turning on or off Softkey Information Tones.....91
Setting the Number of Names on the Directory Page.....93

Tones and Their Meanings 96
Voice Terminal Tones 96

Labeling and Installing the Designation Card
and the Telephone Number Card 96

Installation.....98
Contents of the 8520T Package.....98
Desktop Installation 98
Attaching Adjunct Equipment 100
Removing the Directory Cartridge from An 8520T
and Transferring the Cartridge to Another 8520T Terminal...101
Removing the Voice Terminal from Operation 101
Removing the Voice Terminal Stand 101
Removing the DIR Cartridge from the Voice Terminal.....103
Reinstalling the Desktop Stand.....104
Connecting the 8520T to the System 104
Installing the DIR Cartridge in Another 8520T Terminal ...104

Technical Description 105
Physical Dimension and Weight 105
Power Requirements 105
Environmental Requirements 105

List of Figures

Figure	Figure Title	Page nc
Figure 1	8520T Voice/Data Terminal (Top View)	5
Figure 2	8520T Voice/Data Terminal (Bottom View)	8
Figure 3	The 8520T Display, Softkeys, and Display Control Buttons	20
Figure 4	A Flowchart of the Softkey Display Screens	24
Figure 5	A Flowchart of the Softkey Display Screens (continued)	25
Figure 6	Line, Adjunct, and Handset Cord Routing for Desktop Installation	98
Figure 7	Removing the Voice Terminal Desktop Stand	101
Figure 8	Removing (and Installing) the DIR Cartridge	102

IMPORTANT SAFETY INSTRUCTIONS

Only the most careful attention has been devoted to quality standards in the manufacture of your new telephone. Safety is a major factor in the design of every set. But, safety is YOUR responsibility too.

Please read carefully the helpful tips listed below and on the next page. These suggestions will enable you to take fullest advantage of your new voice/data terminal. Then, retain these tips for later use.

When using your telephone equipment, the following safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons.

- Read and understand all instructions.
- Follow all warnings and instructions marked on the telephone.
- This telephone can be hazardous if immersed in water. To avoid the possibility of electrical shock, do not use the telephone while you are in the bathtub or shower, or when you are wet. If you accidentally drop the telephone into water, do not retrieve the equipment until you have first unplugged the line cord from the modular wall jack. Do not reconnect the telephone until it has dried thoroughly.
- Avoid using the telephone (other than the cordless type) during electrical storms in your immediate area. There is a remote risk of electric shock from lightning. Urgent calls should be brief. Even though protective measures may have been installed to limit electrical surges from entering your home or business, absolute protection from lightning is impossible.
- If you suspect a natural gas leak in the vicinity of the telephone, report it immediately, but use a telephone away from the area in question. The telephone's electrical contacts could generate a tiny spark. While unlikely, it is possible that this spark could ignite heavy concentrations of gas.
- Never push objects of any kind into the telephone through housing slots since they may touch hazardous voltage points or short out parts that could result in a risk of electric shock. Never spill liquid of any kind on the telephone. If liquid is spilled, however, dry immediately, and refer any service problems to qualified service personnel.
- To reduce the risk of electric shock, do not disassemble the telephone. There are no user serviceable parts inside. Opening or removing covers may expose you to hazardous voltages. Incorrect reassembly can cause electric shock when the telephone is subsequently used.

- Slots and openings in the housing must not be blocked or covered. The openings should never be blocked by placing the telephone on a sofa, rug or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- The telephone should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply being used, contact a qualified service person.
- Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
- Do not overload the AC wall outlets and extension cords as this can result in risk of fire or electric shock.
- Before cleaning, disconnect all cords from the telephone. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- Disconnect the cords on the telephone and refer servicing to qualified service personnel when these conditions exist:
  - ► When the power supply cord or plug is damaged or frayed.
  - ► If liquid has been spilled into the product.
  - ► If the product has been exposed to rain or water.
  - ► If the telephone does not operate normally by following the operating instructions. Do not attempt to adjust any other controls since doing so may result in damage and will require extensive work by a qualified technician to restore the product to normal operation.
  - ► If the product has been dropped or the housing has been damaged.
  - ► If the product exhibits a distinct change in performance.

SAVE THESE INSTRUCTIONS

When you see this warning symbol on the product, refer to the instructions booklet packed with the product for information before proceeding.

Introduction

The AT&T 8520T voice/data terminal can be added to your Integrated Services Digital Network (ISDN) communications system (DEFINITY® and 5ESS switches only). In order to provide you with excellent quality and reliability, AT&T has designed this new voice/data terminal with the latest advances in telecommunications technology.

The 8520T voice/data terminal offers 20 call appearances, Mute, Redial, Conference, Drop, Transfer, Hold, and Exit buttons, a Speakerphone which can also be optioned as a listen-only Speaker, a Volume control, and an Adjunct jack for adjunct equipment; all that you will need for easy and efficient call-handling. The 7-line by 24-character liquid crystal display, 10 softkeys (the unlabeled keys on either side of the display), and four display control buttons can be used to access such features as a personal Directory, a Call Log which lists the most recent incoming and outgoing calls, the Self-Test feature, and a personalized ringing pattern for the terminal.

Important Note: The 8520T terminal offers BOTH voice and data features. However, only voice features are described in this manual. For a discussion of 8520T data features, see the *ISDN 8500 Series Display Terminal ADM User's Manual*, 555-021-730.

The following features have been included for the hearing and visually impaired person:

- Two small bars have been placed on the **5** dial pad key;
- The rate at which the display messages appear on your screen can be set at **Slow**, **Medium**, or **Fast**;
- Confirmation and error tones;
- Compatibility with inductively coupled hearing aids.

ORGANIZATION OF THIS MANUAL

This manual is arranged into the following sections:

- **Your ISDN 8520T Voice Terminal** – shows the top and bottom views of the 8520T and explains its features.
- **Feature Descriptions** – lists the voice features and the features that can be accessed with the softkeys, tells what each feature does, and suggests how you might use it.

- **Voice Features** – gives step-by-step procedures on using voice features.
- **Features Accessed with the Display and Softkeys** – describes the softkeys and how to use them to access features such as setting up and using a personal Directory of frequently called numbers and viewing a Call Log of incoming and outgoing calls.
- **Tones and Their Meaning** – lists and describes the various terminal tones.
- **Labeling and Installing the Designation Card** – explains how to remove and label the designation card.
- **Installation** – gives brief step-by-step procedures for connecting your voice/data terminal to the system, desktop installation such as connecting the handset and the line cord, and, if appropriate, attaching adjunct equipment. This section also includes directions on removing the DIR cartridge from one 8520T terminal and transferring it to another 8520T.
- **Technical Description** – provides information on the technical aspects of the 8520T voice/data terminal.

CONVENTIONS USED IN THIS MANUAL

A **rectangular box** containing a feature name, such as [Redial], represents any button having a feature assigned to it, with a corresponding feature name label.

A **5-line screen**, such as

```
          MENU
Directory              Data
Call Log           Set Spkr
Lock             Set Clock
Options       Home Screen
```

represents the lower section of the 7-line display that is shown when you press the [Menu] display control button. This section of the display screen lists the features you can access by using the softkeys, the unlabeled buttons on either side of the display.

A NOTE ON THE TERM, "SYSTEM MANAGER"

In this manual it is often suggested that you refer to your **system manager** for more information. The system manager may also be called the *system administrator* or, possibly, the *telecommunications manager.* For handy reference, use the space below to write your system manager's name, room number, and extension.

Name ___

Room _____ ___ Extension _____

Your ISDN 8520T Voice Terminal

Before you begin using your ISDN 8520T voice/data terminal, familiarize yourself with the voice/data terminal features, lights, jacks, and other components available to you. To help you do this, **Figures 1** and **2** show you the top and bottom views of the 8520T terminal.

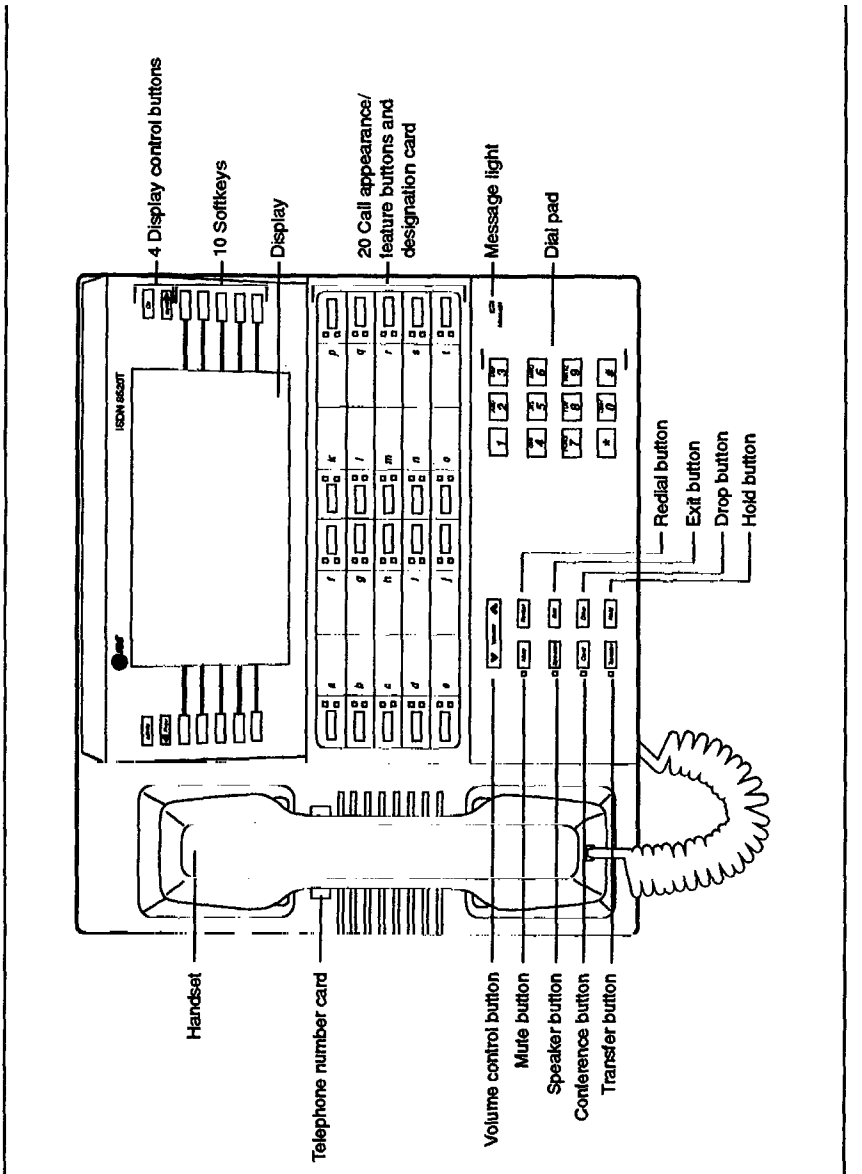


FIGURE 1 8520T Voice/Data Terminal (Top View)

The 8520T voice/data terminal components pictured in **Figure 1**, the top view, are described below and on the next page. For your convenience, they are listed alphabetically.

Call appearance/feature buttons These 20 buttons are devoted *either* to handling incoming and outgoing calls (call appearances) and are labeled with the exchange (numbers) and extension number *or* they can be used as feature buttons to access voice features such as Call Forward or Send All Calls; these are labeled with the feature name. Each of these 20 call appearance/feature buttons has a red light which indicates the *selected line* and a green light which indicates the *status of that line or feature.*

Conference button For setting up conference calls with an additional party.

Designation card For noting the call appearance telephone number or extension or feature the button can access.

Dial pad The standard 12-button pad for dialing telephone numbers and accessing features. The letters, "Q" and "Z," have been added to the appropriate dial pad keys for entering directory names, and the "5" button on your dial pad has raised bars for visually-impaired users.

Display A 7-line by 24-character super-twist liquid crystal display. The display is divided into two parts. The top two lines display switch information while the lower five lines show softkey information and menu selections.

Display control buttons These four buttons are labeled **Menu**, **Dir**, **◄ Prev**, and **Next ►**.

- [*Menu*] is used to access the main softkey menu.
- [*Dir*] allows you to quickly access Directory entries in order to place a call.
- [*◄ Prev*] and [*Next ►*] can be used to help you go back and forth through menu options, to search for an entry in your Directory and edit Directory entries, and to view entries in your Call Log.

Drop button For disconnecting from a call or dropping the last party added to a conference call.

Exit button For simultaneously exiting a softkey feature and returning to Normal (call-handling) Mode. When you press [Exit], the lower part of the display will show the Home Screen you selected.

Handset For placing and answering calls (often people call it the **receiver**).

Hold button A red button, for putting a voice call on hold.

Message light A red light which goes on steadily when a message has been left for you. See your system manager for instructions regarding your local message retrieval procedures.

Mute button For turning off (and then back on again) the microphone of the handset or the speakerphone so the other person on the call cannot hear you.

Redial button For automatically redialing the last number you dialed from the dial pad.

Softkeys The 10 unlabeled buttons located beside the display correspond to words on the display screen. Softkeys are used along with display control keys to access or create a personal Directory of frequently-called numbers, a Call Log of the most recent incoming and outgoing calls, and such features as selecting a personalized ringing pattern, doing a self-test of your voice/data terminal, setting the clock, and optimizing the speakerphone.

Speaker button For turning on and off the speakerphone or the listen-only speaker.

Telephone number card For noting the area code and telephone number of your voice/data terminal.

Transfer button For transferring a call to another voice terminal.

Volume control button When on a call, used to increase or decrease the receive volume of the handset or speakerphone (if on a call using the speakerphone). When you are not on a call, the [Volume] control button is used to increase or decrease the volume of the ringer and the tones.

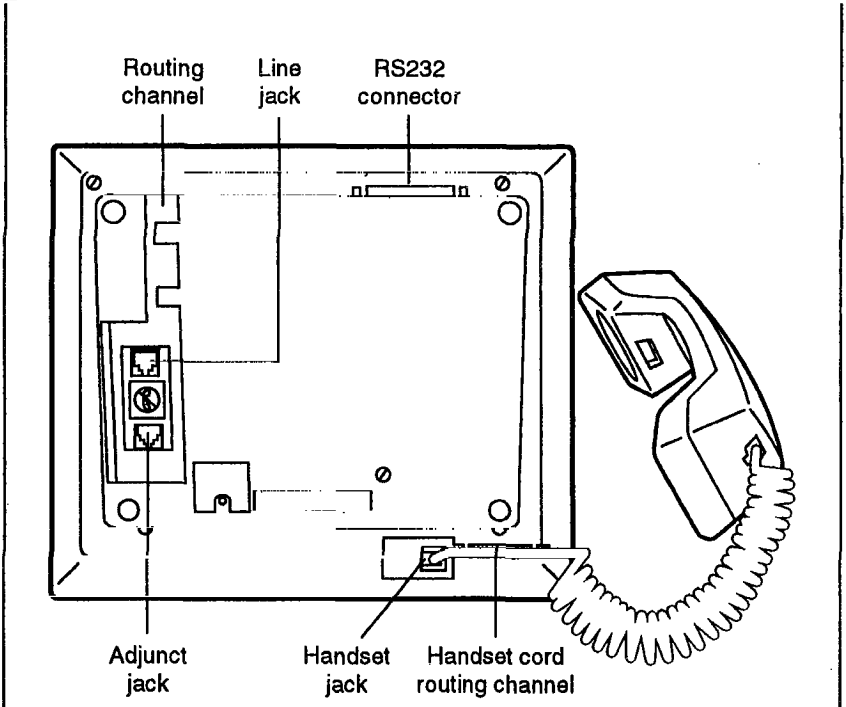


FIGURE 2 8520T Voice Terminal (Bottom View)

The various components which appear on the bottom of the 8520T voice/data terminal are shown in **Figure 2** and listed and explained below.

Adjunct jack Used for connecting an external speakerphone, a headset adaptor, or other adjunct equipment. The jack is labeled "ADJUNCT."

WARNING: Do *not* insert the handset cord into the "ADJUNCT" jack. It will cause equipment damage.

Handset jack Used for connecting the handset cord to your voice/data terminal. The jack is labeled .

Line jack *Used for connecting the line cord to your voice/data terminal.* The jack is labeled "LINE."

Voice Feature Descriptions

Here are brief descriptions of the voice features and the features accessed with the softkeys, including what each one does and how you might want to use it.

VOICE FEATURES

Conference Allows you to add an additional party to a call so that you can conduct a conversation with more than one party. Use to set up time-saving conferences, or to spontaneously include a party important to a discussion.

Drop Disconnects you from a call without requiring you to hang up the handset or press the switchhook. Can also be used with the Conference feature to disconnect the last party added. Use whenever you are using the handset and want to continue using it for another action after ending a call.

Hold Temporarily disconnects you from a call, holding it until you can return to it. While a call is on hold, you can place another call, activate another feature, answer a waiting call, or leave your voice/data terminal to perform another task. Use when you have a call that you do not wish to drop, but for which you have to interrupt briefly to do something else.

Message Retrieval Your Message light goes on to let you know a caller has left a message. Follow your system's message retrieval procedures to get your message.

Mute Turns off the microphone associated with the handset or the speakerphone, whichever is currently active. Use when you want to confer with someone in the room with you, but you do not want the other party on the call to hear your conversation. (You are still able to hear the person on the call.)

Redial (Last Number Dialed) Automatically redials the last number you dialed manually from the dial pad, either an extension or an outside number. Use to save time in redialing a busy or unanswered number.

Speakerphone Your voice/data terminal has either the Speaker (listen-only) *or* the Speakerphone (listen and talk) function *or* it may have neither. Check with the system manager to see how your voice/data terminal is set.

The ***Speaker*** (listen-only) feature allows you to place calls or access other voice features without lifting the handset. (Press [*Speaker*].) However, in order to speak to the other party, you must use the handset (the speaker must be off). Use with feature activities that require

listening only, such as on-hook dialing or monitoring calls on hold.

The ***Speakerphone*** (listen and speak) feature allows you to place and answer calls or access other voice features without lifting the handset. (Press [*Speaker*] .) You may use the softkeys on the voice/data terminal to set or reset the speakerphone. When you set the built-in speakerphone, it performs a test of the surrounding environment and adjusts itself for optimal performance. Use the built-in speakerphone *any time you prefer hands-free communications, both speaking and* listening, or for group conference situations.

Transfer Transfers a call from your voice/data terminal to another extension. Use when your caller needs to speak further with someone else.

FEATURES ACCESSED WITH THE DISPLAY AND SOFTKEYS

The following features can be accessed using the 10 softkeys located on both sides of the display.

Call Log *The Call Log is initially set to list the 20 most recent incoming* unanswered calls only. An option is provided so that you may also choose to access the 20 most recent answered calls, and the 20 most recent outgoing calls placed from your voice/data terminal, or you may choose to turn off the Call Log. Use to check on calls that you missed (the unanswered calls) and to remind you of those calls that you answered or placed most recently.

Call Log Indicator Sets your display so that you receive an indication at the top of your display screen when a new unanswered incoming call is placed into your Call Log.

Call Progress The API dialing Call Progress feature specifies if and when the speaker becomes active while placing a voice call using API.

Contrast Changes the contrast level of your display so the letters or numbers are darker or lighter against the background of the screen.

Data Places a data call with your voice/data set and set up Data Options.

Data Indicator Sets your display so you receive confirmation whenever an active data call is in progress.

Directory Used to create, view, edit, or call a personal directory of up to 144 extensions or outside numbers and the names of the associated party. Once your Directory is set up, you can delete entries and search for entries already entered. Numbers in your Directory can be arranged in alphabetical order, in user-defined groups, or both. Use [*Dir*] to

quickly dial a call. Use your Directory as a handy place to store numbers you frequently call.

Dir Button When you press [Dir] followed by a softkey button associated with that Directory entry, a call is immediately placed to a telephone number. The phone number appears on the display screen as it is dialed.

Exit button Exits a softkey feature and returns the voice/data terminal display to your Home Screen. The top two lines again show you the time and date and any relevant system information.

Home Screen Allows you to select a display screen that will appear each time you press [Exit] . In this way, you can quickly access a screen that you use often.

Lock Allows you to lock your Directory changes so no one else can add, edit, delete, or re-organize entries in your Directory; lock your Call Log so no one else can view your Call Log entries; lock all of the softkeys so no one else can view or change any of the features accessed by the softkeys.

Number of Names (on a Directory Page) Allows you to view *either* 10 names *or* 9 names + **Quit** on an individual Directory page. If you choose to have 10 names on the Directory screen at one time, you can leave the Directory or cancel calling a name in your Directory only by pressing [Exit] or [Menu] (rather than using **Quit**).

Personalized Ring Allows you to select your own personalized ringing pattern from among eight available patterns. Use to distinguish your voice/data terminal's ring from that of other nearby voice terminals.

Screen The Screen features include Display Rate and Message Type.

Display Rate Allows you to set the length of time the display message remains on the screen. There are three rates: Slow, Medium, and Fast.

Message Type Allows you to select the type of messages you want to see on the screen: either error messages only *or* both error and information timed messages.

Self-Test Performs a diagnostic test of your voice/data terminal including the lights, ringer, buttons, and display.

Note on the Self-Test feature: When you perform a self-test of the voice/data terminal, it clears the contents of the Call Log and the last number dialed from Redial, and returns the volume control to the default setting.

Set Clock Allows you to set the date and time on your voice/data terminal display.

Set Speakerphone When you set the built-in speakerphone, it performs a test of the surrounding environment and adjusts itself for optimal performance.

Tones A confirmation tone (sequential low and high tones) is provided to let you know a selection has been accepted. An error beep tone (one beep) alerts you that you pressed an invalid softkey. An error tone (one steady low tone) occurs when you have made a mistake in your softkey entries. You may choose to turn the confirmation tone and the error beep tone on or off. (See "Turning On or Off Softkey Information Tones" later in this manual.)

Voice Features

The procedures which follow give short, step-by-step instructions for using each feature. For your convenience, the features are listed alphabetically. Unless otherwise noted, the calling procedure assumes the handset is off-hook.

ANSWERING AND PLACING A CALL

To answer a call

1 Lift the handset.

- The green light (below the red light) goes on steadily at the selected call appearance button.

NOTE: If you are not connected immediately, press the call appearance button next to the flashing green light.

To place a call

1 Lift the handset.

- The green (below the red light) goes on steadily at the selected call appearance button.

NOTE: If you want to use a different call appearance, press the desired call appearance button.

2 Listen for the dial tone and dial the number you want to call.

To end (or drop) a call

1 Hang up the handset or press the [*Drop*] button

NOTE: If you use the [*Drop*] button, you will hear a dial tone and your voice/data terminal is ready for another call.

To adjust the receive volume of the handset, the speakerphone, or the listen-only speaker

1 While on a call,

to raise the volume, press the right half of the Volume control button labeled [△];

to lower the volume, press the left half of the Volume control button labeled [▽].

CONFERENCE

To add another party to a call

1 *While on a call, press* [Conf] *to add the next party.*

- The current call is placed on hold.
- The red Conference light flutters.

  NOTE: If an idle call appearance button is not automatically selected, press one yourself.

2 Listen for the dial tone, and dial the number of the next party.

3 Press [Conf] when the next party answers.

- The red Conference light goes off.
- *All parties are now connected.*

To drop the last party from a conference call

1 Press [Drop] .

- The last party you added is dropped.

DROP

To disconnect from a call and obtain dial tone without hanging up

1 Press [Drop] .

- Listen for dial tone.

NOTE: Pressing [Drop] will also disconnect the last party added to a conference call. See the procedures for the Conference feature in this section.

If the far-end party hangs up before you press [Drop] , the light next to your original call appearance will go off, and you will need to re-select a call appearance button in order to place another call.

HOLD

To put a call on hold while you answer another call

NOTE: The green light is flashing beside the call appearance button of the incoming call.

1 Press [Hold] .

- The red light goes off, and the green light flutters (next to the call appearance button of the held call).

2 Press the call appearance button of the second call.

- The red light goes on, and the green light goes on steadily.
- You are connected to the second call.

NOTE: If you put a conference call on hold, the other parties remain connected with each other.

To return to the held call

1 Press the call appearance button next to the held call.

- The red light goes on, and the green light goes on steadily (next to the call appearance button of the previously held call).
- You are connected to the held call.

MESSAGE RETRIEVAL

See your system manager for instructions regarding the message retrieval procedures for your system.

MUTE

To turn off the microphone associated with the handset or the speakerphone so the other party cannot hear you

1 While on a call, press [Mute] .

- The red Mute light goes on.
- The other party cannot hear your conversation, but you can hear the other party.

To turn on the microphone associated with the handset or speakerphone again, so the other party can hear you again

1 Press [Mute] again.

- *The red Mute light goes off.*
- You can resume your conversation with the other party.

REDIAL (LAST NUMBER DIALED)

To automatically redial the last number you dialed manually (this can be an extension, outside number, or trunk/feature code)

NOTE: The 8520T voice/data terminal redials numbers consisting of up to 37 digits.

1 Lift the handset.

2 Listen for the dial tone, and press [Redial] .

- The last number you dialed (from the dial pad) is automatically redialed.

3 Wait for the called party to answer.

SPEAKERPHONE AND SPEAKER

NOTE: Your voice/data terminal is set for the Speaker (listen-only) *or* for the Speakerphone (listen and speak) function *or* for neither. Check with your system manager to see how your voice/data terminal is set.

Speaker

Use the following procedures if your voice/data terminal is set for the Speaker (listen-only) feature.

To place/answer a call without lifting the handset or to use the speaker with any listening-only feature

1 Press [Speaker] .

- The red light next to [Speaker] and the red light next to [Mute] go on.

2 Place or answer the call or access a selected feature.

3 If you are placing a call, dial the telephone number.

4 Adjust speaker volume, if necessary.

- To raise the volume, press the right half of the Volume control button labeled [△];

  to lower the volume, press the left half of the Volume control button labeled [▽].

5 Press [Speaker] to hang up.

- The red light next to [Speaker] and the red light next to [Mute] go off.

To activate the speaker while using the handset

1 Press [Speaker] .

- The red light next to [Speaker] and the red light next to [Mute] go on.
- The speaker is active, and the handset is turned off.

2 Hang up handset.

NOTE: If you want to speak to the other party, you must pick up the handset (which turns off the speaker).

Speakerphone

Use the following procedures if your voice/data terminal is set for the Speakerphone (listen and speak) feature.

NOTE: If your voice/data terminal is set for the Speakerphone feature, you can adjust the speakerphone to the surrounding room acoustics to provide optimal performance. You *must* set the speakerphone when you initially set up your voice/data terminal and reset it when you move the terminal to a different location (even if it's in the same room). Use the directions in "Setting the Speakerphone" in the section titled **Features Accessed with the Display and Softkeys.**

To place/answer a call without lifting the handset or to use the speakerphone with any voice feature

1 Press [Speaker] .

- The red light next to [Speaker] goes on.

2 Place or answer the call or access a selected feature.

3 If you are placing a call, dial the telephone number.

4 Adjust the speakerphone volume if necessary.

- To raise the volume, press the right half of the Volume control button labeled [△];

  to lower the volume, press the left half of the Volume control button labeled [▽].

5 Press [Speaker] to hang up.

- The red light next to [Speaker] goes off.

To prevent the other party from hearing you

NOTE: If you are using the handset and the Speakerphone feature is not active, the Mute feature turns off the microphone associated with the handset (not the speakerphone).

1 Press [Mute] .

- The red light goes on and the other party cannot hear you.

2 Press [Mute] again to resume talking to other party.

- The red light goes off and the other party can hear you again.

To change from speakerphone to handset

1 Lift handset and talk.

- The red light next to [Speaker] goes off.

Speakerphone (continued)

To change from handset to speakerphone

1 Press [Speaker] .

- The red light next to [Speaker] goes on.
- The speaker is active, and the handset is turned off.

2 Hang up the handset.

TRANSFER

To send a call to another extension

1 Press [Transfer] .

- The present call is put on hold.
- The red Transfer light flutters.

2 Listen for dial tone.

3 Dial the number to which the call is to be transferred (third party).

- Remain on the line and, if you so choose, announce the call when the third party answers.

NOTE: If you don't choose to announce the call, you must wait until you hear ringing at the far end before completing the transfer.

If the number of the third party is busy or there is no answer, press the call appearance button next to the fluttering green light to disconnect the call to the third party and to return to the call on hold.

4 Press [Transfer] again.

- The party on hold is transferred to the third party.
- Your terminal is released from the call.

5 Hang up.

NOTE: To prevent a transfer call from disconnecting, complete the transfer process before entering into another action, such as answering another call.

Features Accessed with the Display and Softkeys

The softkeys are the 10 unlabeled keys located on either side of the display. **Figure 3** shows the softkeys in relation to the display and the display control buttons located above the softkeys.

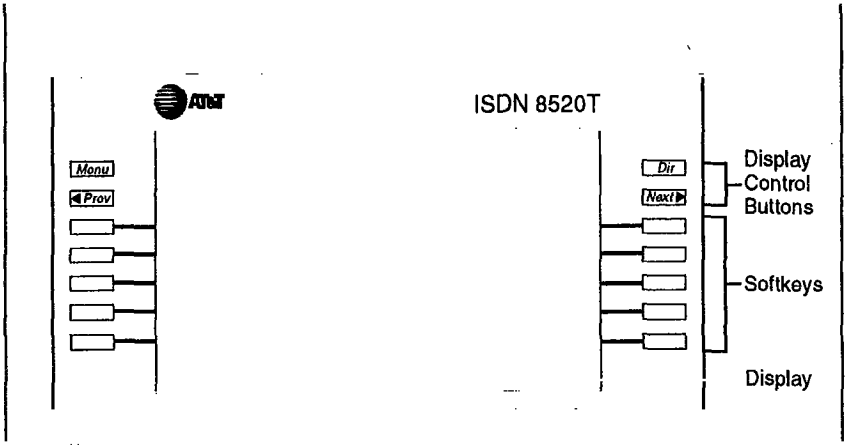


FIGURE 3 The 8520T Display, Softkeys, and Display Control Buttons

You can use the softkeys and display control buttons to access the following features:

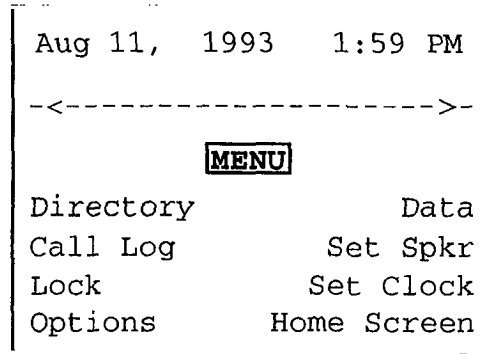
- Setting the clock;
- Setting the speakerphone;
- Adding, editing, and deleting the numbers and associated names (and optional group names) in the voice/data terminal Directory;
- Organizing your Directory in alphabetical order or by group name, renaming a group, and moving Directory entries from one group into another;
- Searching the Directory for a particular entry, by name or by number, and then placing a call to the number currently shown on the display screen;
- Viewing the contents of your Directory, and then editing, deleting, or searching for an entry or placing a call to the number currently shown on the display screen;
- Using [Dir] to quickly place a call to a number located in your Directory;

- Using the Call Log to view incoming and/or outgoing calls;
- Locking and unlocking any Directory Changes, the Call Log, and all Softkey functions;
- Changing or removing your password;
- Selecting a Home Screen, which your display will return to whenever you press [Exit] or press the softkey beside **Home Screen**;
- Initiating a self-test of the voice/data terminal's lights, ringer, buttons, and display;
- Selecting the contrast level for the display;
- Selecting a personalized ringing pattern;
- Selecting the type of display messages shown on the display screen (all messages or only error messages) and setting the rate at which the display messages are shown;
- Adding confirmation or error tones to display messages;
- Setting the number of names on a Directory page;
- Providing Service Information if the terminal is used for data functions;
- Choosing if and when the speaker becomes active while placing a voice call using your PC (the Call Progress feature).

NOTE: Use [Menu] to access any of these features quickly.

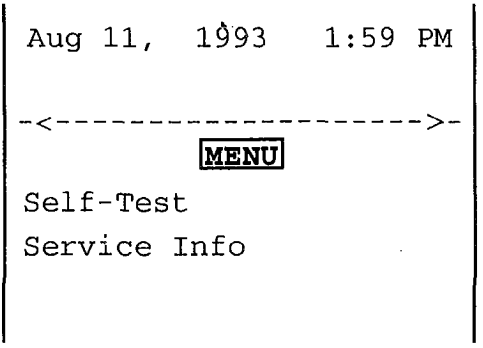
ENTERING SOFTKEY MODE; EXITING TO YOUR HOME SCREEN (USING [Menu] AND [Exit] BUTTONS)

Whenever you press [Menu], you will see the following Main Menu screen. (The top two lines show the time and system information; the bottom five lines show the softkey menus.)



NOTE: Data appears only if your set is configured for Data features.

If there are left or right arrows shown toward the top of the display, such as in the Main Menu screen shown on the previous page, you can press [Next ►] or [◄ Prev] to move forward or back one screen. For instance, when the Main Menu is displayed on the screen, you can press [Next ►] to view the second Main Menu screen shown below.



If you want to go back to the first Main Menu screen, press [◄ Prev] .

At the top center of the lower part of the screen you will see the set of screens you are responding to, such as **Menu**. This screen title is fully capitalized and placed in a box, so the title always stands out on the screen. On the left and right side of the display, beside the softkeys, you will see the choices you can select. To access any of the choices, you must press the softkey beside that menu choice.

For example, by using the first Main Menu screen, you can access the Directory menu by pressing the softkey beside **Directory**. To access the Call Log, press the softkey beside **Call Log**. To view other softkey options, press the softkey beside **Options**.

IMPORTANT NOTES: If you are at any other non-timed screen, pressing [Menu] will abandon any action and return you to the Main Menu.

If you are at the Main Menu and you press [Menu] , your display will show a blank screen.

There are also "timed" information screens which appear for only a few seconds. You do not need to respond to these screens. If you press any of the softkeys during one of these timed messages, the display advances to the next message.

Press [Exit] at any time to return to your Home Screen.

USING [Next ►] , [◄ Prev] , AND [Dir]

When you are entering or editing an entry, use the display control button labeled [Next ►] to move the cursor to the next space or to the next input field. You can also use [Next ►] to view the next page in the Directory or set of numbers in the Call Log. Press the display control button labeled [◄ Prev] to move the cursor back a screen on that level or to move the cursor back a space while editing.

Use [Dir] to enter your Directory in order to quickly place a call.

THE PADLOCK ICON

If there is a small padlock icon (🔒) next to one of the menu items such as **Call Log** or **Edit**, that function is locked. In order to access the function, you must enter your own personal 3-digit security password. For more information about the Lock feature, see "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this manual.

RESPONDING TO "QUIT" AND "DONE"

- When you see **Quit** at the lower righthand corner of the display, it means you have the option of abandoning the action you have begun. Press the softkey beside **Quit** if you do *not* want to respond to the options on the screen or save any changes you have made.
- When you see **Done** at the lower righthand corner of the display, it means you have already entered information or accessed a feature. Pressing the softkey beside **Done** will confirm your action and allow you to move on to the next screen.

NOTE: In most of the display messages shown in this section, **Done** appears in the right lower corner, rather than **Quit**. Remember that if **Quit** is not available, you can always press [Exit] to abandon the action in progress and exit Softkey Mode.

A SOFTKEY DISPLAY SCREEN FLOWCHART

Review the display screen flowcharts in **Figures 4** and **5** before you begin using the softkey features. You may also want to return to the flowcharts if you forget what a feature does or its relation to the Main Menu screens.

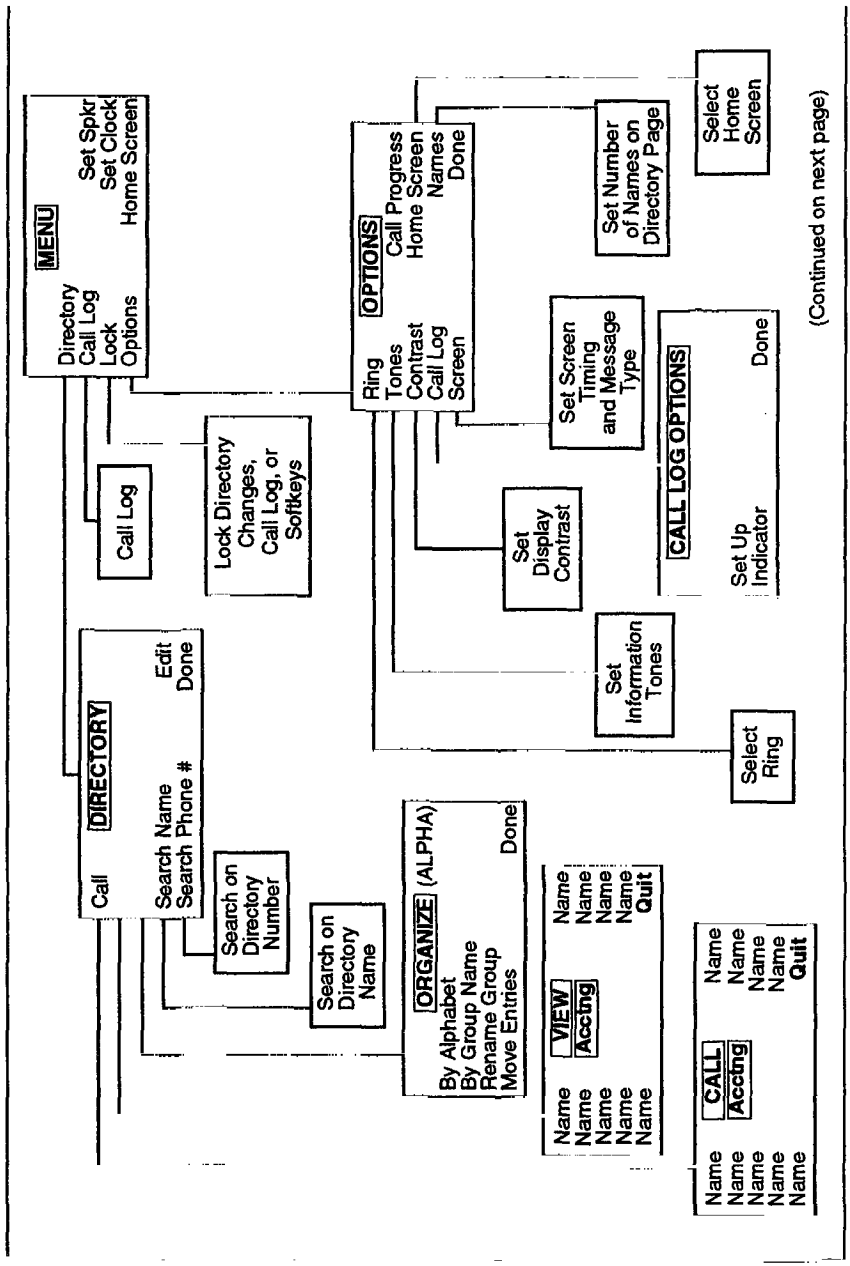


FIGURE 4 A Flowchart of the Softkey Display Screens

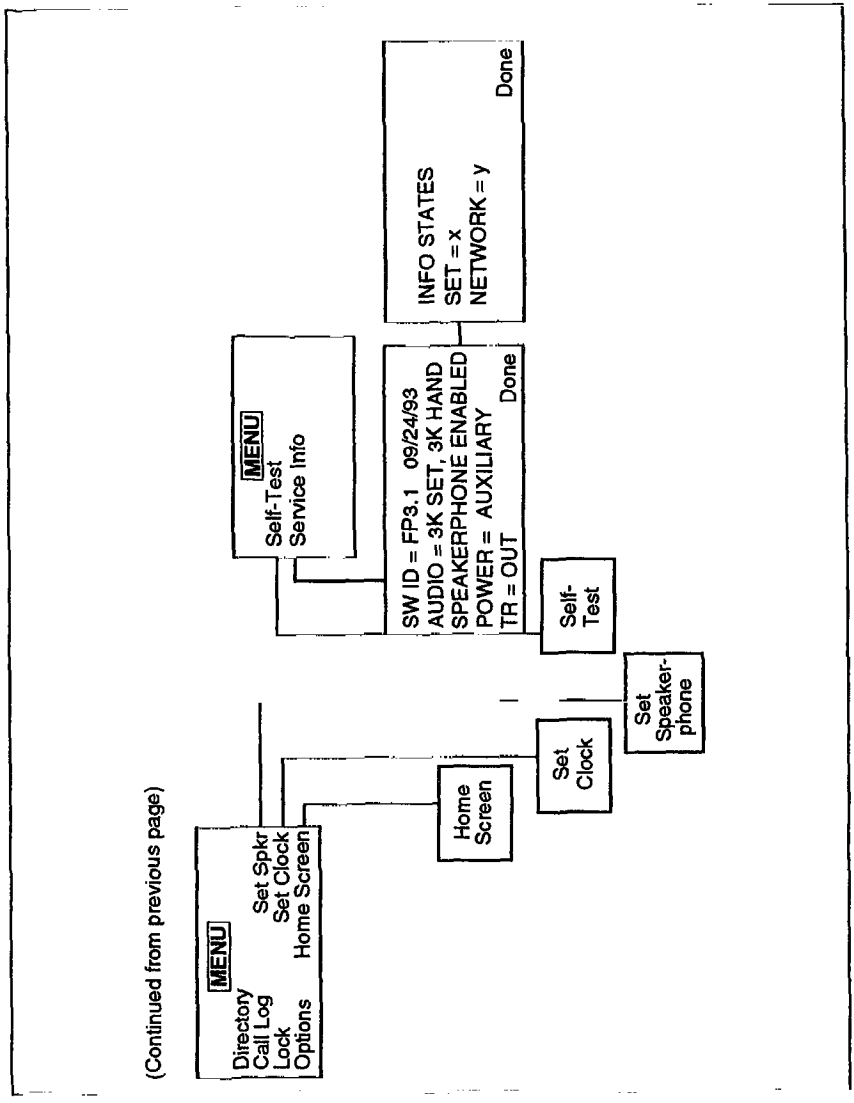
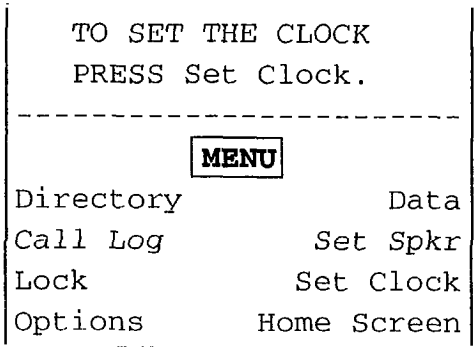


FIGURE 5 A Flowchart of the Softkey Display Screens (continued)

SETTING THE CLOCK

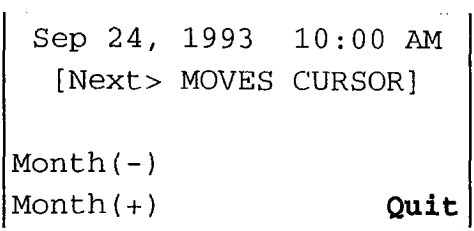
When your voice/data terminal is first installed, when it is unplugged and then plugged in again, or after a power outage, the top two lines of the display screen remind you to set the clock.



To set the clock

1 Press the softkey beside **Set Clock**.

- The display shows the date and time, such as:



The display format for the clock is:

MMM DD, YYYY HH:MM AM or PM

in which MMM = month abbreviation, such as "Sep"
DD = day of the month such as "2" or "24"
YYYY = year such as "1993"
HH:MM = hour and minutes such as "10:45"
AM or PM = morning or afternoon/evening

2 Do the following to change the month:

- ► Use the softkey beside **Month(-)** to go back a month (such as from "Sep" to "Aug").
  - The display field which you are currently viewing, such as "Sep," flashes.
  - The **Quit** menu choice at the lower right corner changes to **Done**.
- ► Press the softkey beside **Month(+)** to go forward a month (such as from "Sep" to "Oct").
- ► Press [Next ►] to go on to the next field.

3 Do the following to change the other fields on the Date/Time screen:

NOTE: The display field that you are currently viewing flashes.

- ► Press the softkey beside the **(-)** option, such as **Day(-)** to go back a day (from "24" to "23"), to go back a year, an hour, or a minute. You can switch between "AM" and "PM" by pressing the softkey beside "am" or "pm."
- ► Press the softkey beside the **(+)** option, such as **Day(+)** to go forward a day (from "24" to "25"), to go forward a year, an hour or a minute. You can switch between "AM" and "PM" by pressing the softkey beside "am" or "pm."
- ► To go on to the next field, such as from the day field to the year, press [Next ►]

NOTE: You can also use the dial pad to change the display clock. For example, when the month is flashing on the screen, you can press the **8** key to change the month to August, or, when the date is flashing, enter "25" from the dial pad to select "25" as the date. Use "A" for "AM" or "P" for "PM."

4 When the correct date appears on the display, press the softkey beside **Done**.

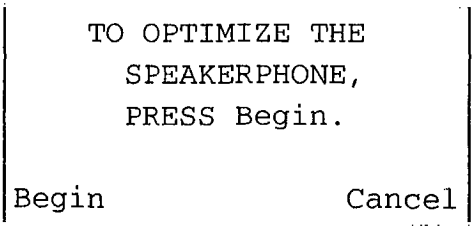
- The display confirms your changes.

5 Once the clock has been set, you can now set the speakerphone. Go on to the next procedure, "Setting the Speakerphone."

SETTING THE SPEAKERPHONE

When you set the speakerphone on your voice/data terminal, you hear a set of tones as the speakerphone performs an acoustic test of the environment. When the tones stop, your speakerphone has finished adjusting itself for optimal performance and is ready for use. You must set the speakerphone when you initially set up your voice/data terminal, and reset it when you move the voice/data terminal to a different location (even if it's in the same room), or after a power outage.

After you have set the clock, the following display appears (if the speakerphone needs to be set).

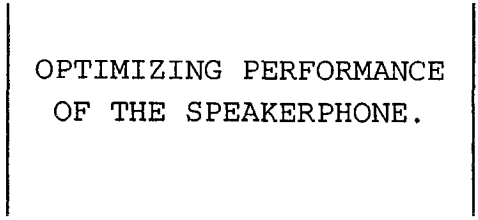


Follow these procedures to set the speakerphone.

1 Press the softkey beside **Begin** to set the speakerphone. (Press the softkey beside **Cancel** if you do not want to set or reset the speakerphone at this time.)

NOTE: If you press the softkey beside **Cancel**, the top two lines on the display continue to indicate that the speaker needs to be reset.

- If you press the softkey beside **Begin**, the display shows the following timed screen:



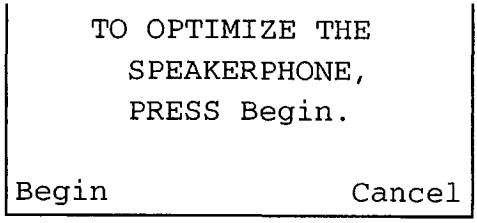
- You will hear a set of rising tones as the speakerphone adjusts itself to the surrounding acoustical environment. *These tones are automatic. No user response is required.*

The following procedure is an alternate way of using the softkeys to set the speakerphone.

1 Press [Menu] .

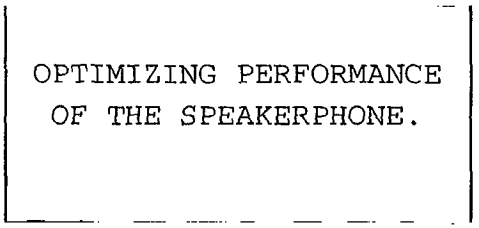
2 Press the softkey beside **Set Spkr**.

- The display shows:



3 Press the softkey beside **Begin** to set the speakerphone. (Press the softkey beside **Cancel** if you do not want to set or reset the speakerphone at this time. However, note that the top lines of the display screen will continue to indicate that the speakerphone needs to be reset.)

- If you press the softkey beside **Begin**, the display shows the following timed screen:



- You will hear a set of rising tones as the speakerphone adjusts itself to the surrounding acoustical environment. *These tones are automatic. No user response is required.*

ADDING, EDITING, AND DELETING A NUMBER AND NAME (AND OPTIONAL GROUP NAME) IN THE DIRECTORY

The 8520T voice/data terminal supports up to 144 Directory entries. The telephone numbers entered in the Directory can be up to 24 digits, and associated names can be up to eight characters (and/or digits) in length. Group names, which are optional, can be up to six characters. Directory entries can be changed by editing or deleting, or, if there is a duplicate entry, you can choose which one you want to keep in your Directory or you can rename either of the duplicate entries.

When you enter names into your Directory, the entries are automatically alphabetized for you.

NOTE: If there are frequently used names that you want to place at the front of your Directory, place a # or * as the first character in the name such as "#Jane" or "*Paul." These names will then appear before the "A's" in your Directory. (Names beginning with # appear first in the Directory, followed by names beginning with *, and then names beginning with a number, 0 through 9, and then the alphabet, first upper and then lower case.)

Adding Numbers and Names Into the Directory

To enter/add a number, name, and optional group name into the Directory

1 Press [Menu].

2 Press the softkey beside **Directory**.

- The display shows:

```
Call    [DIRECTORY]
View                    Add
Organize              Delete
Search Name             Edit
Search Phone #          Done
```

3 Press the softkey beside **Add**.

NOTE: If Directory Changes are locked, you must enter your 3-digit password in order to modify your Directory. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

- The display shows:

```
ENTER PHONE #:_
8-CHAR NAME:
6-CHAR GROUP:
                        Pause
Backspace               Quit
```

NOTE: The **6-CHAR GROUP** option is displayed ONLY IF, at some point, you have chosen to organize the Directory by group name.

4 Enter the telephone number you want to be added to the Directory. (Enter all the numbers in the order you would dial them. You can enter up to 24 digits. A pause counts as one digit.)

- ► When **Backspace** appears on the display screen, use this feature to go back one space and erase the previous digit.
- ► You can press [◄ Prev] to move the cursor back one letter/character without erasing it.
- ► As you enter the telephone number, press the softkey beside **Pause** to place a 1.5-second pause between an access code, such as "9," and the telephone number. A pause will be inserted into the Directory entry, and a comma will appear on the display.
- ► When **Delete Digit** appears on the display screen, use this feature to delete the number presently flashing.

NOTE: Hyphens, dashes and/or spaces are NOT necessary between digits. (For example, in the Directory, the number, 555-1234, is entered as "5551234," without the intervening hyphen.)

After you have entered 10 digits, including any pauses, the words, "ENTER PHONE #:" begin to move off the display screen one letter at a time in order to accommodate the remainder of the telephone number.

5 When the correct phone number is shown on the display and the cursor is after the last digit of the number, press [Next ►] to move the cursor to the next field, **8-CHAR NAME:**. (To move the cursor up a line to a previous field, press [◄ Prev]).

- The display shows:

```
ENTER PHONE #:1566
8-CHAR NAME:_
6-CHAR GROUP:

Backspace            Quit
```

6 Use the dial pad keys to enter the name of the person whose number you have just added to the Directory.

IMPORTANT: You may need to press the dial pad key more than once to enter the correct character. For example, press the **GHI** (or **4**) key once to enter a "G"; press the **4** key twice to enter an "H"; press the key a third time to enter an "I." If you press the dial pad key a fourth time, a "4" appears on the screen. If you press the **4** key again, the screen will return to the first letter on the dial pad key, in this case a "G."

- ► Press [Next ►] to accept the character you have entered and move the cursor to the next position.
- ► When **Backspace** appears on the display, you can use this feature to go back one space and erase the previous letter.
- ► You can use [◄ Prev] to move the cursor back one letter/character without erasing it.
- ► When **Case** appears on the display, you can use this feature to change the letter to upper or lower case.
- ► When **Delete Character** appears on the display, you can use this feature to delete the character or letter that is flashing.

NOTE: You can also use a # or a * at the beginning or end of or within the name.

- The first letter of the name is automatically capitalized, although you may choose to change it to lower case (using the softkey next to **Case**).

- As you enter each letter of the name, that letter flashes on the screen until you move on to the next letter (by pressing [Next ►]).
- **Quit** changes to **Done** when you have made at least one entry.

7 If **6-CHAR GROUP** appears on the display, you may also choose to enter an optional group name, such as "Sales" or "Acctng." When the correct name is shown on the display and the cursor is after the last character in the name, you can press [Next ►] to move the cursor to the next field, **6-CHAR GROUP:**. (To move the cursor up a line to a previous field, press [◄ Prev]). If you do NOT want to enter a group name for the person at this time, go on to Step 8.

- The display shows:

```
ENTER PHONE #: 1566
8-CHAR NAME:PatRober
6-CHAR GROUP:_

Backspace            Done
```

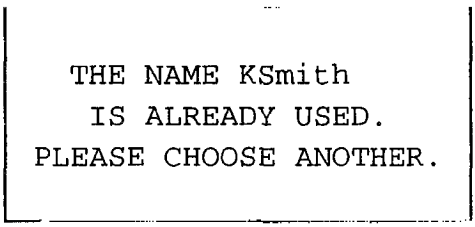
► See Step 6 for directions on entering letters or digits into the name and using the Backspace, Case, Delete Character functions, and [Next ►] , and [◄ Prev] .

8 When the phone number, name, and optional group name are shown *correctly on the display screen, press the softkey beside* **Done**.

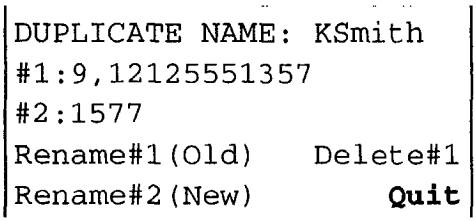
- The display confirms your entry.

Duplicate Entries

If you enter a duplicate name in your Directory, you will see the following timed screen:



and then the display shows:



If you see this screen, you have one of the following options:

- Rename #1, the old name and number
- Rename #2, the new name and number
- Delete #1, the old name and number
- Quit, thus deleting #2, the new name and number

To rename the old or new entry in a duplicate entry

1 If you choose to rename either #1 or #2, press the softkey beside the appropriate option (either beside **Rename#1** or beside **Rename#2**)

- If **Rename#1** is selected, the display shows the original entry:

```
ENTER: 9,12125551357
8-CHAR NAME:KSmith_
6-CHAR GROUP:Acctng

Backspace          Done
```

2 Use the directions under "Adding a Directory Entry" to insert changes in the entry.

- The display confirms your entry.

To delete the old entry in a duplicate entry

1 If you choose to delete #1, press the softkey beside **Delete#1**.

- The display shows:

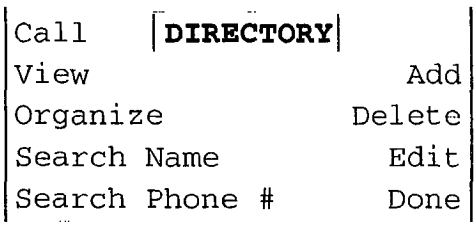
```
    OLD  KSmith  HAS
      BEEN DELETED.
NEW  KSmith WITH PHONE #
          1577
      HAS BEEN SAVED.
```

To edit a Directory entry

1 Press [Menu] .

2 Press the softkey beside **Directory**.

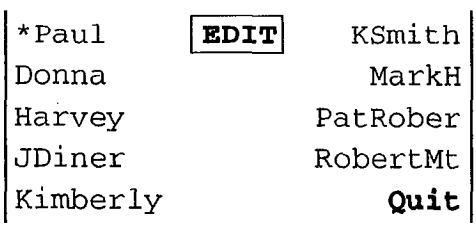
- The display shows:



3 Press the softkey beside **Edit** in order to edit a Directory entry.

NOTE: If Directory Changes are locked, you must enter your 3-digit password in order to modify your Directory. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

- The display shows the first Directory page:



NOTE: Once again, remember the names in the Directory are arranged alphabetically.

4 Do either of the following, if needed:

► Press [Next ►] to page forward through the names in the Directory.

- ► Press [◄ Prev] to page backwards through the names in the Directory.

5 Press the softkey beside the name of the entry you want to edit.

- The display shows the Directory entry:

```
EDIT PHONE #:9,171455590
8-CHAR NAME: RobertMt
6-CHAR GROUP:Servic_

Backspace            Done
```

NOTE: If the phone number, name, and optional group name are correct and you do not wish to edit them at this time, press the softkey beside **Done**.

6 If you want to edit the phone number, do the following:

NOTE: After you have entered 10 digits, including any pauses, the words, "EDIT PHONE #:" begin to move off the display screen one letter at a time in order to accommodate the remainder of the telephone number.

- ► Press the softkey beside the line you want to edit; in this case, you would press the softkey beside the first line which allows you to edit the telephone number.
- ► Press [◄ Prev] or [Next ►] to go back or forward to the digit you want to edit.
- ► Press the softkey beside **Backspace** to go back one space and erase the previous number.
- ► Press the softkey beside **Delete Digit** to erase the digit that is flashing.
- ► Type the new numbers of the phone number.
- ► When the telephone number on the screen is correct, press [Next ►] to move to the next input field, **8-CHAR NAME:** or press the softkey beside the third line in order to edit the **6-CHAR GROUP:** option.

7 If you want to edit the 8-character name, do the following:

- When you have edited at least one letter of the **8-CHAR NAME**, the display shows:

```
EDIT PHONE #:9,101909999
8-CHAR NAME: RobertMt
6-CHAR GROUP:Servic
                     Case
Delete Character     Done
```

NOTE: You may need to press the dial pad key more than once to enter the correct character. For example, press the **GHI** (or **4**) key once to enter a "G"; press the **4** key twice to enter an "H"; press the key a third time to enter an "I." If you press the dial pad key a fourth time, a "4" appears on the screen. If you press the **4** key again, the screen will again print a "G."

- ► Press [Next ►] to accept the character you have entered and move the cursor to the next position.
- ► When **Backspace** appears on the display screen, use this feature to move the cursor back one space and erase the previous letter.
- ► If the cursor is after a character or if the character is flashing, press [◄ Prev] to move the cursor back one letter/character without erasing it.
- ► When **Case** appears on the display screen, use this feature to change the letter to upper or lower case.
- ► When **Delete Character** appears on the display screen, use this feature to delete the character the cursor is on.

8 If appropriate, press [Next ►] to move to the next input field, the optional 6-character group name. Use the directions for editing the 8-character name in order to edit the group name.

NOTE: The optional group name can be added or deleted at any time.

9 When all categories on the screen are correct, press the softkey beside **Done**.

- The display confirms your changes.

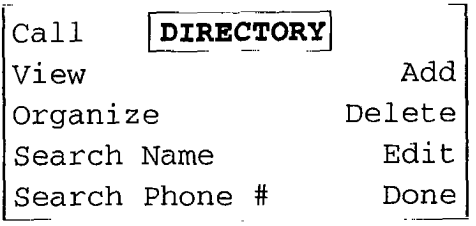
Deleting an Entry from the Directory

To delete an entry from the Directory

1 Press [Menu] .

2 Press the softkey beside **Directory**.

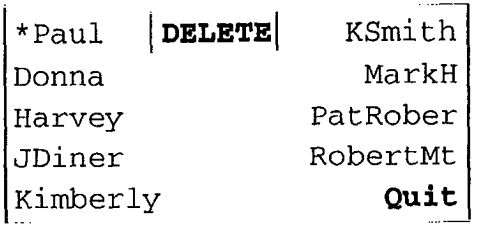
- The display shows:



3 Press the softkey beside **Delete**.

NOTE: If Directory Changes are locked, you must enter your 3-digit password in order to modify your Directory. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

- The display shows the first Directory page:



4 Do either of the following, if needed:

- ► Press [Next ►] to page forward through the names in the Directory.
- ► Press [◄ Prev] to page backwards through the names in the Directory.

5 Press the softkey beside the name of the entry you want to delete.

- The display shows the Directory entry:

```
PHONE #:9,10119099998874
8-CHAR NAME: Donna
6-CHAR GROUP: Office

Delete                Quit
```

6 Press the softkey beside **Delete** if you want to delete this entry.

- The display confirms your choice.

ORGANIZING ENTRIES IN THE DIRECTORY

The entries in your Directory can be either organized alphabetically (by individual entry) or by group. The default setting is alphabetical by individual entry and remains this way unless you choose to organize the Directory according to groups. You can have any number of names in a group, and you can have up to 48 groups.

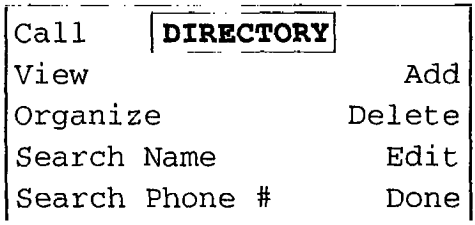
If you do choose to organize your Directory by group, you may later choose to change the name of a group or move entries from one group to another.

To organize your Directory entries by group name

1 Press [Menu].

2 Press the softkey beside **Directory**.

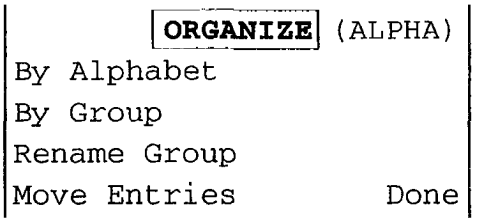
- The display shows:



3 Press the softkey beside **Organize**.

NOTE: If Directory Changes are locked, you must enter your 3-digit password in order to modify your Directory. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

- The display shows:



NOTE: The current organization of your Directory, such as **Alpha** (Alphabetical) or **Group** (organized by groups), is displayed in the upper right corner of the screen.

4 Do one of the following:

- ► *Press the softkey beside* **By Alphabet** *if you want your Directory* alphabetized by individual entry.
- ► Press the softkey beside **By Group** if you want Directory entries organized by group name.
- The display confirms your choice in the upper right corner.

5 Press the softkey beside **Done** when you are finished selecting the manner in which your Directory will be organized.

- The display returns to the main Directory screen.

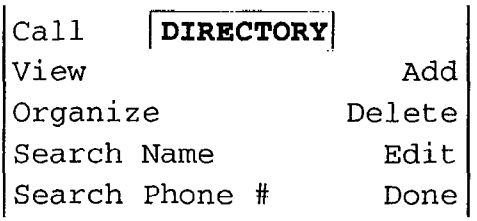
Renaming Groups

To change the name of a Directory group

1 Press [*Menu*] .

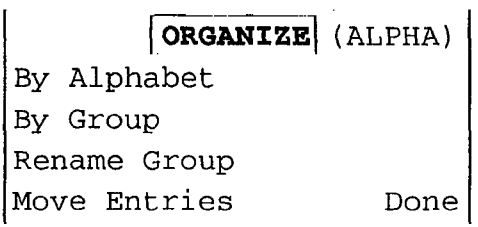
2 Press the softkey beside **Directory**.

- The display shows:



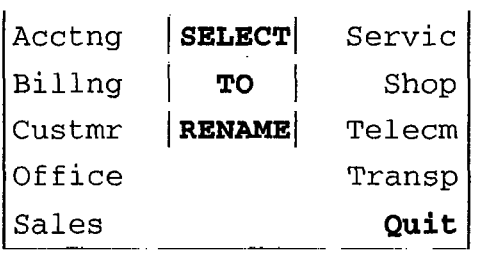
3 Press the softkey beside **Organize**.

- The display shows:



4 Press the softkey beside **Rename Group**.

- The display shows you a list of your Directory groups:



5 If necessary, press Next ▸ or ◂ Prev to view more group names.

6 Press the softkey beside the group you want to rename.

- **Quit** changes to **Done** in the lower right corner.
- The selected group changes to reverse video.

7 Press the softkey beside **Done** to confirm your choice.

- The display then shows:

```
TO RENAME Acctng,
ENTER NEW NAME:_


Backspace              Quit
```

8 Enter the new name of the Directory group, such as "Bkkepg."

NOTE: The new group name can be a maximum of six characters and/or digits.

- After you have entered at least one character or digit, the display shows:

```
TO RENAME Acctng,
ENTER NEW NAME:B


                       Case
Delete Character       Done
```

► Press [Next ►] to accept the character you have entered and move the cursor to the next position.

► When **Backspace** appears on the display screen, use this feature to move the cursor back one space and erase the previous letter.

► Press [◄ Prev] to move the cursor back one letter or character without erasing it.

- ► When **Case** appears on the display screen, use this feature to change the letter to upper or lower case.
- ► When **Delete Character** appears on the display screen, use this feature to delete the character the cursor is on.

9 When the new group name appears correctly on the display, press the softkey beside **Done**.

- The display confirms that the new group name has replaced the old one.

Moving Entries from One Group into Another

To move entries from one Directory group into another group (or move unassigned entries into a group)

1 Press [Menu] .

2 Press the softkey beside **Directory**.

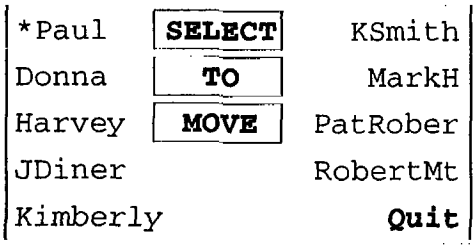
3 Press the softkey beside **Organize**.

- The display shows:

```
        ORGANIZE (ALPHA)
By Alphabet
By Group
Rename Group
Move Entries          Done
```

4 Press the softkey beside **Move Entries**.

- The display shows the first Directory screen:



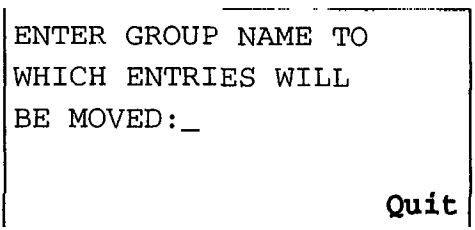
5 Press the softkey beside those Directory entries you want to move to another (or to a particular) group.

- The Directory entries you select appear in reverse video.

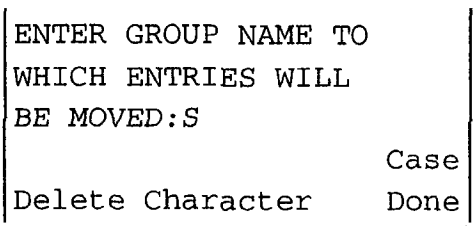
6 Press [Next ▸] to view the next Directory screen, if appropriate, or press [◂ Prev] to view the previous Directory screen, and then repeat Step 5.

7 Press the softkey beside **Done** when you have selected all the Directory entries you want moved to another group.

- The display shows:



- After you have entered at least one letter or digit, the display changes to:



- ► Press [Next ►] to accept the character you have entered and move the cursor to the next position.
- ► When **Backspace** appears on the display screen, use this feature to move the cursor back one space and erase the previous letter.
- ► If the cursor is after a character or if the character is flashing, press [◄ Prev] to move the cursor back one letter or character without erasing it.
- ► When **Case** appears on the display screen, use this feature to change the letter to upper or lower case.
- ► When **Delete Character** appears on the display screen, use this feature to delete the character the cursor is on.

8 When you are finished entering the group name into which you want the selected entries moved, press the softkey beside **Done**.

- The display confirms that the selected entries have been moved to the designated group.

  NOTE: If the group name you entered already exists, the entries you selected are added into that group along with its previously existing entries.

SEARCHING FOR AN ENTRY IN THE DIRECTORY

Follow this procedure for searching your Directory for a specific entry. You can search for either a name or a phone number.

To search for a name

Press [Menu] .

1 Press the softkey beside **Directory**.

- The display shows:

```
Call     DIRECTORY
View                    Add
Organize              Delete
Search Name             Edit
Search Phone #          Done
```

2 Press the softkey beside **Search Name** if you want to search for a particular name in your Directory.

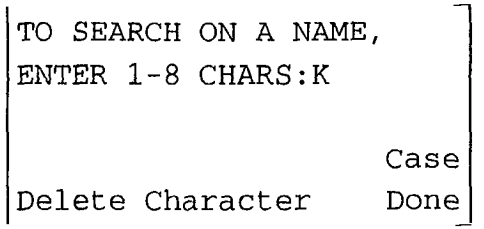
- The display shows:

```
TO SEARCH ON A NAME,
ENTER 1-8 CHARS:_


Backspace              Quit
```

3 Enter the name you want to search for.

- After you have entered at least one character, the display changes to:



- ► Press [Next ►] to accept the character you have entered and move the cursor to the next position.
- ► When **Backspace** appears on the display screen, use this feature to move the cursor back one space and erase the previous letter.
- ► Press [◄ Prev] To move back one letter or character without erasing it.
- ► When **Case** appears on the display screen, use this feature to change the letter to upper or lower case.
- ► When **Delete Character** appears on the display screen, use this feature to delete the character the cursor is on.

NOTE: You can do a search on a partial name, such as entering "Ka" instead of "Kathy," and the display will show ALL names beginning with "Ka." However, the letters you enter must coincide *exactly* (both the letter and the case) with the beginning letters of the name you are searching for.

4 When the name is correct, press the softkey beside **Done**.

- If the name you have entered is in your Directory, the Directory entry that corresponds to that name will appear on the display screen.

To search for a particular phone number included in your Directory

1 Press the softkey beside **Search Phone #** if you want to search for a particular phone number in your Directory.

- The display shows:

```
TO SEARCH ON PHONE #,
ENTER 1-24 DIGITS:_

                    Pause
Backspace           Quit
```

2 Enter the digits of the phone number you are searching for.

- After you enter one character, the display changes to:

```
TO SEARCH ON PHONE #,
ENTER 1-24 DIGITS:713_

                    Pause
Backspace           Done
```

NOTE: *You can do a search on a partial number, such as entering "71" instead of "7134," and the display will show you ALL numbers beginning with "71." However, the digits you enter must coincide with the beginning digits of the number you are searching for.*

- ► Press the softkey beside **Backspace** to move the cursor back one space and erase the previous letter.
- ► If the cursor is after a character or if the character is flashing, press [◄ Prev] to move the cursor back one letter or character without erasing it.
- ► Press the softkey beside **Pause** to place a 1.5-second pause between an access code, such as "9," and the telephone number. A pause will be inserted into the Directory entry, and a comma will appear on the display.

3 Press the softkey beside **Done**.

- If the phone number you have entered is in your Directory, the Directory entry that corresponds to that number will appear on the display screen.

VIEWING A DIRECTORY ENTRY (EDITING OR DELETING THE ENTRY AND PLACING A CALL)

Directory entries can be viewed and changed, or you can have the voice/data terminal automatically dial the telephone number you are presently viewing.

To view a Directory entry (and, if desired, edit or delete the entry or call that number)

NOTE: You can also use [Dir] to call a number in your directory. To do this, use the procedures in "Using [Dir] to Place a Call."

1 Press [Menu] .

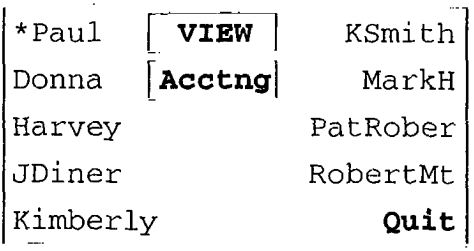
2 Press the softkey beside **Directory**.

- The display shows:

```
Call     DIRECTORY
View                      Add
Organize                Delete
Search Name               Edit
Search Phone #            Done
```

3 Press the softkey beside **View**.

- The display shows the first page in your Directory:

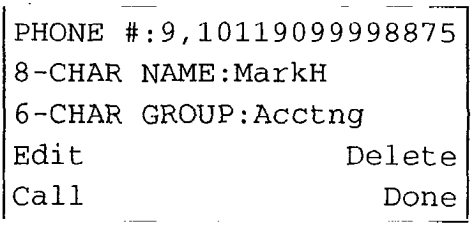


4 Do either of the following, if needed:

- ► Press [Next ►] to page forward through the names in the Directory.
- ► Press [◄ Prev] to page backwards through the names in the Directory.

5 Press the softkey beside the Directory entry of the name you want to view.

- The display shows the Directory entry:



6 Do one of the following:

- ► To call this number, press the softkey beside **Call**.
  - The voice/data terminal dials the telephone number you are currently viewing on the screen.
- ► If you want to edit the Directory entry, press the softkey beside **Edit**.
- ► If you want to delete the Directory entry, press the softkey beside **Delete**.

(If you need help in editing or deleting the Directory entry, return to the directions in "Adding, Editing, and Deleting a Number and Name in the Directory.")

If Directory Changes are locked (the Add, Edit, Delete, and Organize functions have padlocks next to them to remind you they are locked), you must enter your 3-digit password in order to modify your Directory. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

7 If you have completed viewing the telephone number, press the softkey beside **Done**.

USING [Dir] TO PLACE A CALL

You can also use [Dir] to place a call to a number in your Directory.

IMPORTANT When you press the softkey beside the name in the Directory you wish to call, the call is placed *immediately. The menu does not ask you to respond to a screen before the call is placed.*

To use [Dir] to call a person whose number appears in your Directory

1 Press [Dir] to enter your Directory.

- The display shows the first page in your Directory

*Paul	**CALL**	KSmith
Donna		MarkH
Harvey		PatRober
JDiner		RobertMt
Kimberly		**Quit**

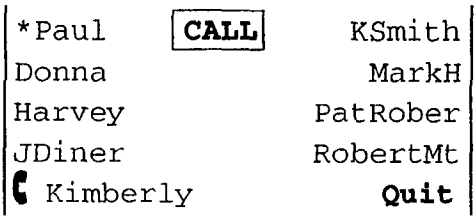
NOTE: The word, "CALL" at the center of the display screen reminds you that once you press the softkey beside a name in your Directory, a call is automatically and immediately placed to that person.

2 Do either of the following, if needed:

- ► Press [Next ►] to page forward through the names in the Directory.
- ► Press [◄ Prev] to page backwards through the names in the Directory.

3 When the name of the person whose number you want to call appears on the screen, press the softkey beside that name.

- The voice/data terminal *immediately* dials the telephone number of the entry you have selected.
- The display shows:



NOTE: A handset icon appears beside the selected name, such as "Kimberly" above, to confirm that your call to this person is being dialed or has been connected.

USING THE CALL LOG

The voice/data terminal Call Log stores the 20 most recent unanswered incoming calls, the 20 most recent answered incoming calls, and the 20 most recent outgoing calls placed at the terminal.

NOTES: If multiple calls from the same telephone number are received, only the most recent call from that number appears in the Call Log.

When a 21st call comes in or is placed, it is added to the top of the Call Log in the appropriate category; the call listed at the bottom of the list in that category is deleted from the list.

When your voice/data terminal arrives and is initially set up, it will have an Unanswered Call Log. If you want to readjust your own Call Log, see the procedures in the sub-section titled "Setting the Call Log."

You may designate whether you want to:

- Log **only incoming unanswered calls** into your Call Log (This option is labeled **Unanswered Only** on the screen);
- **Turn off** the Call Log (This option is labeled **None** on the screen);
- Log **all calls**, incoming and outgoing, into your Call Log (This option is labeled **All** on the screen);

NOTE: Incoming Call Log will reflect information provided by the network your voice/data terminal is connected to. If no information appears in your Call Log, see your system manager.

Viewing Unanswered Incoming Calls in the Call Log (When the Call Log is set to Unanswered Calls Only)

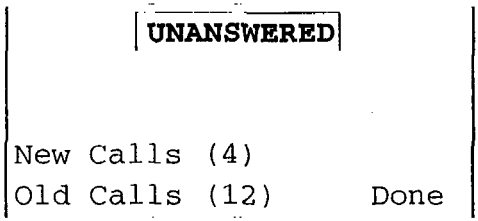
To view the 20 most recent unanswered calls (with Call Log set to "Unanswered Only")

1 Press [Menu] .

2 Press the softkey beside **Call Log**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

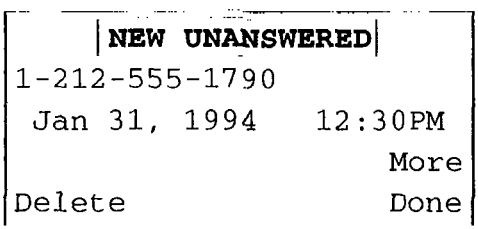
- The display shows:



NOTE: The words, "New Calls" or "Old Calls" appear on the display screen only if you have new or old calls in your voice/data terminal's Call Log. ("New calls" are ones you haven't previously viewed.) The display also tells you the number of new or old calls in your Call Log.

3 Press the softkey beside **New Calls** or beside **Old Calls** according to the unanswered calls you want to view at this time.

- The display shows:



NOTE: If the number and the name of the caller cannot be identified, you will see the message, "Phone#/Name Unavailable" on your display screen. (The name is most likely an internal call.)

4 If you want to remove this call from your Unanswered Call Log, press the softkey beside **Delete**.

5 Arrows on the display indicate if there are other calls to view. If you want to see information on the next or previous call in the Call Log, press the softkey beside **More** or press [Next ►] or [◄ Prev] .

- The display shows you the telephone number and name of the next or previous unanswered call in the Call Log.

- The word "LAST" appears on the display to remind you when you have finished viewing all the new unanswered calls in the Call Log. ("LAST" also appears when you have finished viewing all old unanswered calls in the Call Log.) After you have viewed all new calls in the Call Log, you can then view any old unanswered calls in the Call Log.

6 When you are finished viewing unanswered calls in the Call Log, press the softkey beside **Done**.

NOTE: After you have viewed new calls in the Call Log, they become old calls. The Call Log will continue to hold the 20 most recent unanswered calls, including both new and old calls.

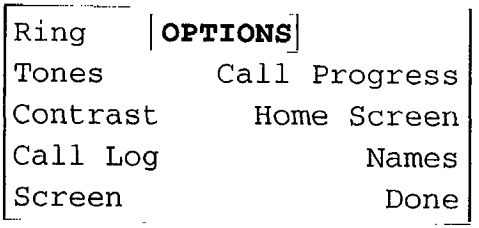
Setting the Call Log

To turn on or to turn off, or to set the Call Log

1 Press [Menu] .

2 Press the softkey beside **Options**.

- The display shows:



3 Press the softkey beside **Call Log**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

- The display shows:

```
CALL LOG OPTIONS

Set up
Indicator              Done
```

4 To set up your Call Log (turn Call Log off, log only unanswered calls, or log all calls), press the softkey beside **Set up**.

- The display shows the current status of the Call Log:

```
  SELECT TYPE OF CALLS
  TO BE LOGGED IN THE
CALL LOG:UNANSWERED ONLY
None                   All
Unanswered Only        Done
```

5 Do one of the following:

► *If you do not want your voice/data terminal to collect Call Log* information, press the softkey beside **None**.

NOTE: The display reminds you that setting the Call Log to **None** erases all previously logged calls and requests that you confirm your choice to turn off the Call Log (**Yes** or **No**).

If you press the softkey beside **Yes**, the Call Log is cleared and turned off, and the words **Call Log** are removed from the Main Menu and the list of possible Home Screens.

► If you want to have only unanswered calls entered into the Call Log, press the softkey beside **Unanswered Only**.

NOTE: The display reminds you that setting the Call Log to **Unanswered Only** erases all answered and outgoing calls previously recorded in your Call Log and requests that you confirm your choice to log only unanswered calls (**Yes** or **No**.).

If you press the softkey beside **Yes**, the Call Log is set for only unanswered calls.

► If you want both unanswered and answered incoming calls and all outgoing calls to be entered into your Call Log, press the softkey beside **All**.

- The display shows you the Call Log setting you have selected.

6 If the correct Call Log setting appears on your screen, press the softkey beside **Done**.

- The display confirms your choice.

Seeing Indication of New Unanswered Incoming Call(s) Under the Date and Time on Your Display Screen

You can set your display so you receive an indication at the top of the display screen when a new unanswered incoming call is placed into your Call Log. The following display shows an example.

```
Sep 24, 1993  10:00 AM
(2 NEW CALLS)
```

To set your display so you receive indication of new unanswered incoming calls at the top of the display

1 Press [*Menu*].

2 Press the softkey beside **Options**.

- The display shows:

```
Ring      OPTIONS
Tones        Call Progress
Contrast       Home Screen
Call Log              Names
Screen                Done
```

3 Press the softkey beside **Call Log**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.

- The display shows:

```
CALL LOG OPTIONS

Set up
Indicator              Done
```

4 *Press the softkey beside* ***Indicator.***

- The display shows:

```
SHOW AN INDICATOR WHEN
A NEW CALL ARRIVES IF
CALL LOG IS SET TO LOG
UNANSWERED OR ALL CALLS?
Yes                    No
```

5 Press the softkey beside **Yes** or **No**.

- If you press **No**, the display confirms your choice NOT to receive indication when a new unanswered incoming call arrives; if you press **Yes**, the display confirms you WILL receive indication when a new unanswered call comes into your voice/data terminal.

Viewing Unanswered Incoming Calls in the Call Log (When Call Log is set to All Calls)

Use the following procedures when the Call Log is set for "All Calls."

To view the 20 most recent unanswered calls (when the Call Log is set to "All Calls")

1 Press [Menu].

2 Press the softkey beside **Call Log**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. See the information in "Locking and Unlocking Directory Changes, Call Log, and All Softkeys" later in this section.

- The display shows:

```
        ALL CALLS

Unanswered Incoming (11)
Answered Incoming (4)
Outgoing              Done
```

NOTE: The number beside "Unanswered Incoming" or beside "Answered Incoming" includes both new and old calls.

3 Press the softkey beside **Unanswered Incoming**.

- The display shows you the telephone number or extension (and name, if it is an internal call) such as:

```
     NEW UNANSWERED
1-908-555-1234
 Aug 3, 1993     12:30PM
                       More
Delete                 Done
```

4 If you want to remove this call from your Unanswered Call Log, press the softkey beside **Delete**.

5 If you want to see information on the next or previous call in the Call Log, press the softkey beside **More** or press [Next ►] or [◄ Prev] .

- The display shows you the number (and name, if it is an internal call) of the next or previous unanswered call in the Call Log.
- The word "LAST" appears on the display to remind you when you have finished viewing all the new unanswered calls in the Call Log. ("LAST" also appears when you have finished viewing all old unanswered calls in the Call Log.) After you have viewed all new calls in the Call Log, you can then view any old unanswered calls in the Call Log.

6 When you are finished viewing each call, press the softkey beside **Done**.

Viewing Answered Incoming Calls in the Call Log

To view the list of the 20 most recent answered calls

1 Press [Menu] .

2 Press the softkey beside **Call Log**.

NOTE: If the Call Log is locked, you must enter your 3-digit password to modify your Call Log. See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.

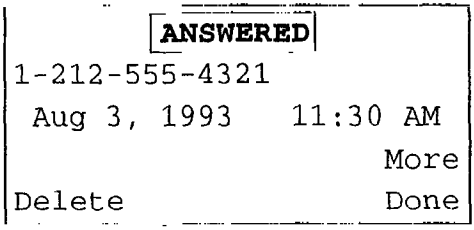
- This display shows:

```
        ALL CALLS

Unanswered Incoming (11)
Answered Incoming (4)
Outgoing              Done
```

3 Press the softkey beside **Answered Incoming** to view incoming answered calls.

- The display shows you the most recent answered call:



NOTE: The number shown at the top left, such as "1-212-555-4321," is the telephone number of the answered call.

4 If you want to remove this call from your Answered Call Log, press the softkey beside **Delete**.

5 If you want to see more of the most recent calls you have answered, press the softkey beside **More** or press [Next ▸] or [◂ Prev] .

- The display again shows you the telephone number of the next or previous incoming call.
- The word "LAST" appears on the display to remind you when you have finished viewing all the answered calls in the Call Log.

6 When you are finished viewing each answered call in the Call Log, press the softkey beside **Done**.

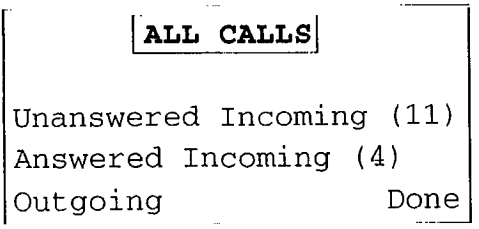
Viewing Outgoing Calls in the Call Log

To view the 20 most recent calls placed from the voice/data terminal

1 Press [Menu] .

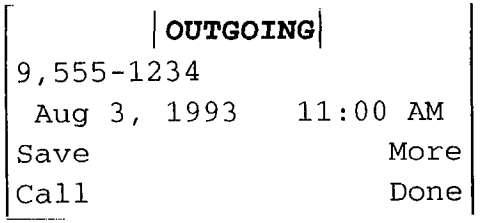
2 Press the softkey beside **Call Log**.

- This display shows:

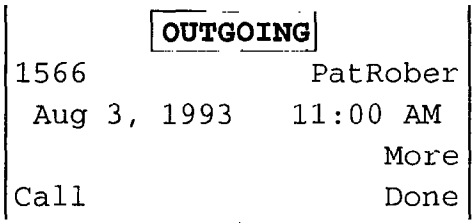


3 Press the softkey beside **Outgoing** to view the list of calls you have placed.

- The display shows one of the following screens, according to whether you have entered both a name and a number into the Directory entry (it makes no difference whether you dialed the number from the dial pad or the Directory or used [Redial]):



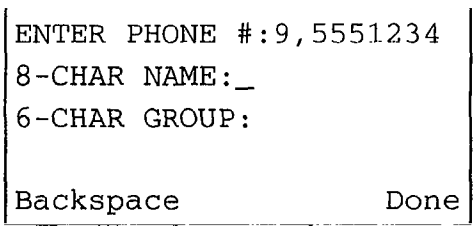
or



NOTE: The telephone number shown here is the number of the call placed from this voice/data terminal, such as 1566. The name of the person associated with that number (if one has been entered into the personalized Directory) is shown at the right of the telephone number.

4 Do one of the following:

- If you press the softkey beside **Call**, the voice/data terminal places a call to this number.
- If there is *not* a name associated with the number, it means that this number is not in your Directory. If you want this number entered into your Directory, press the softkey beside **Save**. If Directory Changes are locked, this option requires you to enter your 3-digit password. Then, the display shows:



For directions on adding a name and (optional) group name into a Directory entry, see "Adding, Editing, and Deleting a Directory Entry."

- After you have saved this number into the Directory, the display screen returns to the Call Log entry.

- You can view other outgoing calls placed at the voice/data terminal by pressing the softkey beside **More** or by pressing [Next ►] or [◄ Prev] .

- The word "LAST" appears on the display to remind you when you have finished viewing all the new outgoing calls.

5 When you are finished viewing each outgoing call in the Call Log, press the softkey beside **Done**.

LOCKING AND UNLOCKING DIRECTORY CHANGES, CALL LOG, AND ALL SOFTKEYS

The 8520T voice/data terminal allows you the option of locking any or all of the following:

- You can **lock all Directory Changes** so no one but you can add, edit, delete, or save entries in your Directory.
- You can **lock the Call Log** so no one can view your incoming or outgoing calls or change your Call Log options;
- You may also choose to **lock all the Softkeys** so no one can view or change any of the features accessed by the softkeys.

In order to lock any (or all) of these features, you must enter your own personal 3-digit security password you have created. As you enter the three digits, a * appears in place of each digit. In this way, your password remains private.

NOTE: Your password remains the same for all the features.

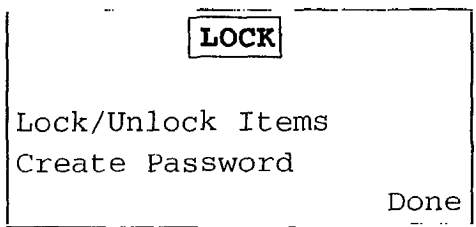
If you *access* a locked feature by entering a password, the feature will automatically relock when you exit that feature. You must use your password every time you want to *access* that locked feature until you use the lock option to *unlock* that feature.

To lock your Directory Changes, Call Log, or all Softkeys

1 Press [Menu] .

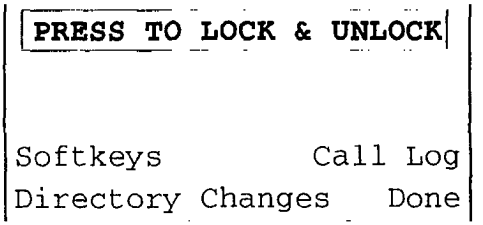
2 Press the softkey beside **Lock**.

- The display shows:



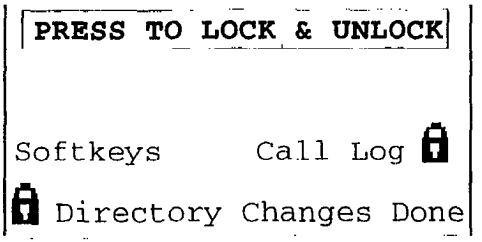
3 Press softkey beside **Lock/Unlock Items**.

- The display shows:



4 Press the softkey beside the feature(s) you want to lock.

- The padlock icon goes on as you press the softkey(s), such as the sample screen below. (The sample screen below shows that Directory Changes and the Call Log are locked.)



5 Press the softkey beside **Done** when you are finished selecting all the items you want to lock.

- The display asks you to enter or create a 3-digit password.

6 Enter or create your 3-digit password.

7 When you have entered your password, press the softkey beside **Done**.

If you have created a password, the display requests that you, "For Verification, Please Re-enter New Password." When you have completed that task, press the softkey beside **Done**.

- The display confirms that you have locked the feature(s) of your choice.

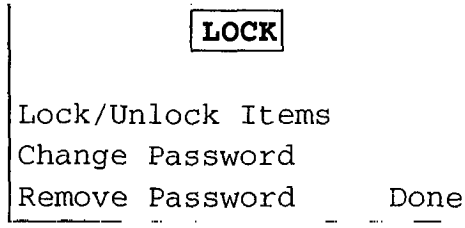
To unlock your Directory changes

NOTE: If you have lost your password, see your system manager.

1 Press [Menu] .

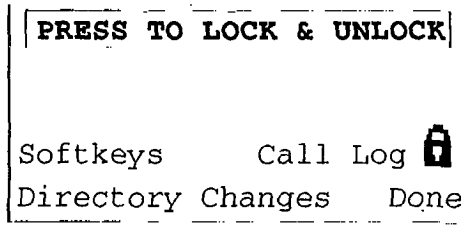
2 Press the softkey beside **Lock**.

- The display shows:



3 Press softkey beside **Lock/Unlock Items**.

- The display shows:



4 Press the softkey beside the function or feature you want to unlock. (The above sample screen shows the Call Log is locked.)

- The padlock icon goes off as you press the softkey(s).

5 Press the softkey beside **Done** when you are finished selecting the items you want to unlock.

- The display asks you to enter your 3-digit password.

6 Enter your 3-digit password.

7 When you have entered your password, press the softkey beside **Done**.

- The display confirms that you have unlocked the feature of your choice.

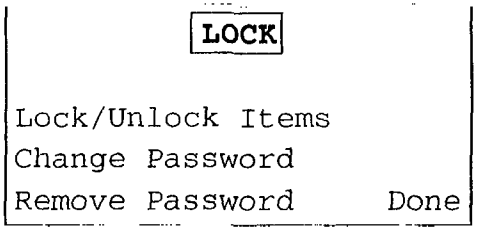
CHANGING OR REMOVING YOUR PASSWORD

To change or remove a 3-digit security password

1 Press [Menu] .

2 Press the softkey beside **Lock**.

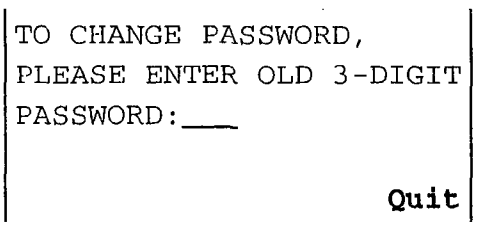
- The display shows:



3 Do the following (according to whether you are changing or removing the password):

► Press the softkey beside **Change Password**.

- The display shows:



- As soon as the first character is accepted, **Quit** in the lower right corner changes to **Done**.
- The display messages ask you to enter your old password, create a new password, and then to re-enter the new password.

- When you have done this, the display confirms the new password is now active.

► If you want to remove your 3-digit password, press the softkey beside **Remove Password**.

- The display shows:

```
TO REMOVE PASSWORD,
PLEASE ENTER 3-DIGIT
PASSWORD:___

                    Quit
```

- When you have entered the correct password, the display confirms the password is removed and everything is unlocked.

CHOOSING A HOME SCREEN

The 8520T voice/data terminal allows you to select a display screen that appears each time you press [Exit] . In this way, you can quickly access a screen you use often. Your choices are:

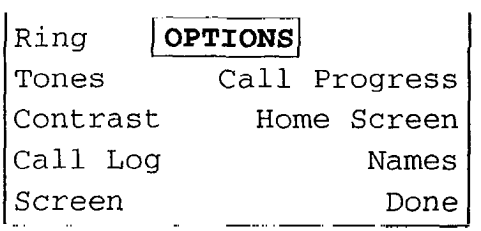
- **Blank** — The screen is blank.
- **Directory Page** — A particular page from your Directory is shown. See "Selecting a Particular Directory Page for the Home Screen" later in this manual for directions on selecting a specific Directory page.
- **Directory Menu** — The Directory Menu is shown.
- **Data** — The Data menu is shown.
- **Call Log** — The Call Log screen is shown.
- **Menu** — The Main Menu is shown.

To choose your Home Screen

1 Press [Menu] .

2 Press the softkey beside **Options**.

- The display shows:



3 Press the softkey beside **Home Screen**.

- The display shows a timed screen:

```
SELECT A SCREEN TO
RETURN TO EACH TIME
  Exit IS PRESSED.
```

The display then shows your current selection for the Home Screen:

```
HOME SCREEN:BLANK
                        Data
Blank                Call Log
Directory Page          Menu
Directory Menu          Done
```

4 Press the softkey beside the item you wish to be your Home Screen. If you choose a particular Directory Page, see the section below, "Selecting a Particular Directory Page for the Home Screen."

5 Press the softkey beside **Done** when you have selected the Home Screen of your choice.

- The display confirms your choice.

Selecting a Particular Directory Page for the Home Screen

You can choose to have your Home Screen show a Directory page which shows names beginning with a specific letter, such as those entries beginning with "K" (so that particular names in your Directory, such as Kimberly and KSmith, will appear on your Home Screen) or you may choose to have a specific group screen as your Home Screen.

NOTE: The Home Screen organization does not need to be the same as the regular Directory organization. Changing the organization of one does not affect the organization of the other.

To select a particular Directory Page (with names beginning with a specific alphabet letter) to be your Home Screen

1 Press [Menu].

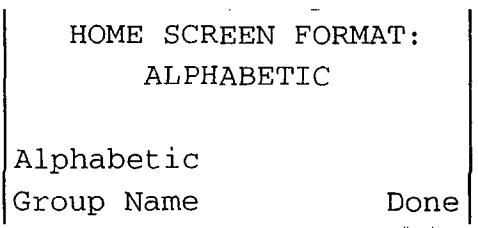
2 Press the softkey beside **Options**.

3 Press the softkey beside **Home Screen**.

4 Press the softkey beside **Directory Page**.

5 Press the softkey beside **Done** to confirm your choice.

- The display shows:



6 Press the softkey beside **Alphabetic** if you want your Home Screen to show names beginning with a specific letter, such as Kimberly or RobertMt.

7 Press the softkey beside **Done** to confirm your choice.

- The display shows:

```
ENTER THE 1st CHARACTER
OF AN ENTRY TO APPEAR ON
THE HOME SCREEN:_

                        Quit
```

8 Type the beginning letter of the entries to be on your Home Screen.

NOTE: You may need to press the dial pad key more than once to enter the correct character. For example, press the **GHI** (or **4**) key once to enter a "G"; press the **4** key twice to enter an "H"; press the key a third time to enter an "I." If you press the dial pad key a fourth time, a "4" appears on the screen. If you press the **4** key again, the screen will return to the first letter on the dial pad key, in this case a "G."

- After you have entered the initial character, the display shows:

```
ENTER THE 1st CHARACTER
OF AN ENTRY TO APPEAR ON
THE HOME SCREEN:K
                        Case
                        Done
```

NOTE: Press the softkey beside **Case** if you want to change the letter to upper or lower case.

9 Press the softkey beside **Done** to confirm your choice.

- The display confirms your choice. In this example, those Directory entry names beginning with "K" will appear first on your Home Screen.

NOTE: If there are no Directory entries beginning with the letter you have chosen, the Directory will show a page on which names beginning with the specific page would be located. In the above example, if there are no "K's" in your Directory, the Home Screen would show a Directory page with "J's" and/or "L's" instead.

To select a group to appear as your Home Screen

1 Press [Menu].

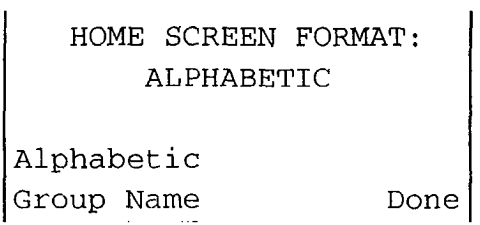
2 Press the softkey beside **Options**.

3 Press the softkey beside **Home Screen**.

4 Press the softkey beside **Directory Page**.

5 Press the softkey beside **Done** to confirm your choice.

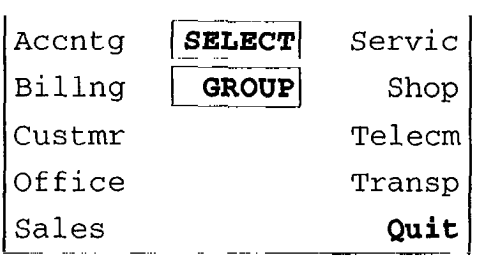
- The display shows:



6 Press the softkey beside **Group Name** if you want the Home Screen to show a particular group, such as **Sales** or **Acctng**.

7 Press the softkey beside **Done** to confirm your choice.

- The display shows:



8 If necessary, press [Next ►] or [◄ Prev] to see more groups in your Directory.

9 Press the softkey beside the group you want to appear on your Home Screen. For example, if you choose the group named "Transp," then the first directory page for that group will appear on your display screen whenever you press [Exit] .

10 Press the softkey beside **Done** to confirm your choice.

- The display confirms your choice.

SELF-TEST

To make sure your voice/data terminal is working properly

NOTE: *The handset must be on-hook when you test the voice/data* terminal. Performing the self-test terminates any call in progress, and prevents you from receiving calls until the test is completed.

The self-test also clears the Call Log and the last number dialed from Redial, and the volume setting is returned to the default.

1 While the handset is on-hook, press [Menu] .

2 Press [Next ►] to see the second Main Menu screen.

- The display shows:

```
          MENU
Self-Test
Service Info
```

3 Press the softkey beside **Self-Test**.

- The display shows:

```
 SELF-TEST ENSURES THE
PHONE WORKS PROPERLY AND
WILL CLEAR THE CALL LOG.

Begin              Cancel
```

4 Press the softkey beside **Begin** to start the self-test. (Press the softkey beside **Cancel** if you do not want to initiate a self-test of your voice/data terminal at this time.)

- When you press **Begin**, the following occurs:
  - The display reminds you to press [Exit] twice if you wish to end the self-test.

    NOTE: If a call is in progress and the handset or speakerphone are off-hook, the display message reminds you to hang up before a self-test can begin.
  - Terminal emits a tone.
  - Message light goes on.
  - The display shows you the Feature Package number and the Self-Test passed message.

  NOTE: If these events do not occur, contact your system manager.

5 After you hear a repeated tone, press any button on the voice/data terminal.

- Terminal emits a key click.

6 Press [Mute], [Speaker], [Conf], and [Transfer].

- Lights to the left of the **Mute**, **Speaker**, **Conf**, and **Transfer** buttons go on steadily.

7 Press [Redial], [Exit], [Drop], and [Hold].

- Lights to the left of the **Mute**, **Speaker**, **Conf**, and **Transfer** buttons flutter.

8 Pick up handset and press each dial pad key.

- Message light flutters.
- Handset emits a touch tone as each key is pressed.

9 Hang up handset.

10 When the self-test is completed, press [Exit] twice.

NOTE: If you do *not* press [Exit] twice to end the test, the voice/data terminal automatically exits the self-test after 30 seconds.

CHOOSING THE CONTRAST LEVEL FOR THE DISPLAY

You can use the softkeys to set the darkness or lightness of the voice/data terminal display.

To choose the contrast level of the display

1 Press [Menu] .

2 Press the softkey beside **Options**.

- The display shows:

```
Ring      [OPTIONS]
Tones        Call Progress
Contrast       Home Screen
Call Log             Names
Screen               Done
```

3 Press the softkey beside **Contrast**.

- The display shows:

```
    ADJUST CONTRAST:
      LOW>>>  HIGH

Lower(-)
Higher(+)            Done
```

NOTE: *The arrows are arranged between* **Low** *and* **High**. *There* are five possible contrast levels, and thus five possible arrows between **L** and **H**.

4 Do one of the following:

- ► Press the softkey beside **Higher(+)** or [Next ►] to make the contrast darker. Each button press increases the number of arrows by one.
- ► Press the softkey beside **Lower(-)** or [◄ Prev] to make the contrast lighter. Each button press decreases the number of arrows by one.

5 Press the softkey beside **Done** when you are finished.

- The display confirms that the contrast level has been set.

SELECTING A PERSONALIZED RING (AND ADJUSTING RINGER VOLUME)

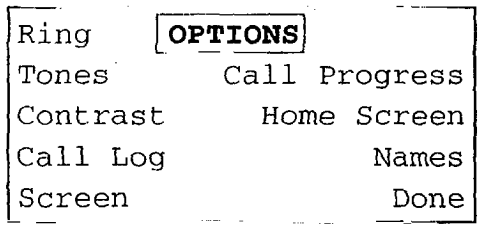
You can use the softkeys to choose a personalized ringing pattern for your voice/data terminal so you can distinguish the ringing pattern at your voice/data terminal from others in your office. There are eight different ringing patterns to choose from.

To select a personalized ringing pattern for your voice/data terminal

1 Press [Menu].

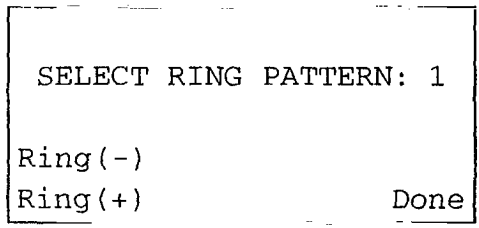
2 Press the softkey beside **Options**.

- The display shows:



3 Press the softkey beside **Ring**.

- The display shows:



NOTE: The number "1" in this sample screen is the number of the ringing pattern you are currently hearing.

4 Press **Ring(-)** or **Ring(+)** or dial the number from the dial pad to hear ringing patterns 1 through 8.

- Each of the eight ringing patterns is played once.

5 When you hear the ringing pattern you want to use for your voice/data terminal, press the softkey beside **Done**.

- The display confirms the ringing pattern you have chosen.

To adjust the ring volume (when you are *not* on a call)

1 To raise the volume, press the right half of the Volume control button labeled [^];

to lower the volume, press the left half of the Volume control button labeled [v].

SELECTING DISPLAY MESSAGES YOU WANT TO VIEW AND SETTING THE RATE AT WHICH YOU VIEW THE DISPLAY MESSAGES

You can use the softkeys to select the display messages you wish to view (either all messages or only error messages) and to set the length of time the display message stays on the screen (Slow, Medium, or Fast). When you receive your voice/data terminal, the rate is set at Medium. You may want to test all three reading rates before you make a final selection.

To select the rate at which you see the display messages

1 Press [Menu] .

2 Press the softkey beside **Options**.

- The display shows:

```
Ring      OPTIONS
Tones          Call Progress
Contrast     Home Screen
Call Log             Names
Screen               Done
```

3 Press the softkey beside **Screen**.

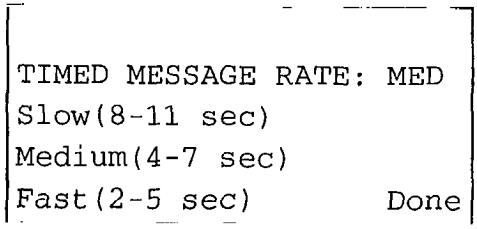
- The display shows:

```
TIMED MESSAGES OPTIONS


Display Rate
Messages             Done
```

4 Press the softkey beside **Display Rate**.

- The display shows the current rate:



5 Press the softkey beside either **Slow**, **Medium**, or **Fast**, according to the rate at which you want the display messages to be shown.

- The display reflects the choice you have made.

6 When the display screen shows the display message rate you want, press the softkey beside **Done**.

NOTE: Be sure to check the timing of the message for the rate at which you have set the messages to be displayed. If it is too fast or too slow, you may modify the rate again.

To select all display messages or only error messages to be shown on the display screen

1 Press [Menu] .

2 Press the softkey beside **Options**.

3 Press the softkey beside **Screen**.

4 Press the softkey beside **Messages**.

- The display shows the current display message setting:

```
MESSAGES TO DISPLAY:
     ALL MESSAGES

All Messages
Errors Only          Done
```

5 Do one of the following:

- ► Press the softkey beside **All Messages** if you want to see all display messages.
- ► Press the softkey beside **Errors Only** if you want to see only error messages.

6 When the display screen shows the type of messages you wish to see, press the softkey beside **Done**.

- The display confirms your selection.

TURNING ON OR OFF SOFTKEY INFORMATION TONES

Along with timed confirmation screens, the voice/data terminal also provides Softkey Mode confirmation tones (sequential low and high tones). Also available are error tones (one low tone) to alert you if you have made a mistake in your softkey entries. You may choose to turn these softkey information tones on or off.

NOTE: This procedure turns on or off the information tones *associated with the softkeys*. The confirmation and error tones associated with those features *not* used with the softkeys are not turned on or off by the procedure described here.

To turn on or off the confirmation and error tones

1 Press [Menu] .

2 Press the softkey beside **Options**.

- The display shows:

```
Ring      OPTIONS
Tones          Call Progress
Contrast     Home Screen
Call Log             Names
Screen               Done
```

3 Press the softkey beside **Tones**.

- The display shows the current setting (**On** or **Off**):

```
INFORMATION TONES: OFF

Off
On                    Done
```

4 Do one of the following:

► Press the softkey beside **Off** to turn off the Softkey Mode information tones.

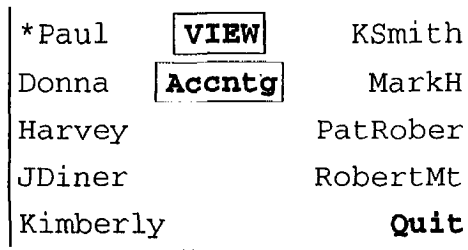
► Press the softkey beside **On** to turn on the information tones.

- The display changes to reflect your choice (**On** or **Off**).

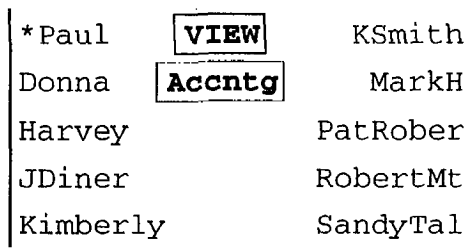
5 When the display screen reflects your choice (**On** or **Off**), press the softkey beside **Done**.

SETTING THE NUMBER OF NAMES ON THE DIRECTORY PAGE

When you view the names in your Directory or use [Dir] to locate the name of someone in your Directory whom you want to call, you will initially see (up to) nine names and the word **Quit** on the last line of each Directory page, such as in the following screen.



However, you may choose to change this option so you can view 10 names (instead of nine) on each Directory page, such as in the following example. (Notice that the **Quit** option does NOT appear in the lower right corner.)



Your "Number of Names" options are these:

- If you choose **9+Quit**, you will see nine names on each Directory page. You can quit viewing more names in the Directory or decide not to call a name in your Directory (when you have used [Dir]), by pressing the softkey beside **Quit**.

- If you choose **10**, you will see 10 names on each Directory page, but, if you decide not to view more names in the Directory or in order to cancel the "CALL" screen (when you have used [Dir]), you must press [Exit] or [Menu] .

NOTE: This option sets the number of names (either 9 or 10) on each Directory page. It *does not* affect the maximum number of entries (which is 144) you can maintain in your Directory.

To set the number of names (9 or 10) on an individual Directory page

1 Press [Menu] .

2 Press the softkey beside **Options**.

- The display shows:

```
Ring      OPTIONS
Tones          Call Progress
Contrast         Home Screen
Call Log               Names
Screen                 Done
```

NOTE: Call Progress will not be displayed if you are not using the Data options.

3 Press the softkey beside **Name**.

- The display shows the current setting (**9+Quit** or **10**):

```
DIRECTORY PAGES MAY HAVE
10 NAMES EACH OR 9+Quit.
 NAMES PER PAGE: 9+Quit
9+Quit
10          Done
```

4 Do one of the following:

- ► Press the softkey beside **10** if you want to view 10 names on each Directory page.
- ► Press the softkey beside **9+Quit** if you want to see nine names (and **Quit**).
- • The display changes to reflect your choice (**9+Quit** or **10**).

5 When the display screen reflects your choice, press the softkey beside **Done**.

Tones and Their Meanings

VOICE TERMINAL TONES

- **busy signal**—A low-pitched tone repeated 60 times a minute; indicates the number dialed is in use.
- **confirmation tone**—Two rising tones; indicates a feature activation or cancellation has been accepted.
- **dial tone**—A continuous tone; indicates dialing can begin.
- **error beep**—One beep; alerts you that you pressed an invalid softkey.
- **error tone**—An alternating high and low tone; indicates a dialing error, a denial of the service requested, or a failure to dial within a preset interval (usually 10 seconds) after lifting the handset or dialing the previous digit.
- **local error tone**—A steady low tone; indicates you made a mistake in your softkey entry.
- **reorder tone**—A fast busy signal; indicates a call is blocked.
- **self-test tone**—Periodic tones; indicates the voice/data terminal is continuing to perform a self-test.
- **speakerphone reset tones**—A rising set of tones; indicates the speakerphone is adjusting itself to the surrounding room acoustics.

Labeling and Installing the Designation Card and the Telephone Number Card

Inside the front cover of this user's manual are two button designation cards on which you can write the telephone number, extension, name, or feature that each call appearance/feature button can access. These designation cards match the call appearance/feature buttons on the voice/data terminal; that is, the left column is labeled **a** through **e**; the second column is labeled **f** through **j**: the third column is labeled **k** through **o**, and the fourth column is labeled **p** through **t**.

Below the perforated bottom edge of each designation card is a telephone number card on which you can write your telephone number.

At the bottom of each designation and telephone number card is an additional attached section which will make it easier for you to insert these cards in a typewriter or run the cards through a laser printer.

To label and install the designation card and telephone number card

1 Tear the button designation card, along with the telephone number card and attached "tail," from the user's manual along the perforated edges. (You may choose to take out one card at a time and leave the remaining cards in the manual for future use, or you may choose to tear out both cards at one time.)

2 Label the button designation card with the appropriate number, extension, name, or feature for each call appearance/feature button. Label the telephone number card with your own telephone number. You can handwrite or type the information on the cards or run the cards through a laser printer.

3 Separate the button designation card and telephone number card along the perforated border. You may discard the attached "tail" section.

4 Place the button designation card under the plastic card cover on the voice/data terminal. Place the telephone number card under the telephone number card cover located beneath the handset.

Installation

CONTENTS OF THE 8520T PACKAGE

Before you begin, make sure you have the following parts in the box:

- 8520T voice/data terminal (with attached desktop stand)
- K-type handset
- 9-foot handset cord
- 7-foot line cord
- Designation card(s)

  NOTE: You will find designation cards at the front of this book.
- Cover(s) for Designation card(s)
- This user's manual

DESKTOP INSTALLATION

NOTE: The following instructions describe the installation of the 8520T voice/data terminal on a desk or table.

Use the following directions to connect the line cord and adjunct cord to the appropriate jacks on the voice/data terminal.

1 Place the voice/data terminal face down on a flat surface.

2 Snap one end of the 7-foot line cord into the "LINE" jack and the adjunct cord (if applicable) into the "ADJUNCT" jack on the bottom of the voice/data terminal. Thread each cord through the routing channel, making sure the cord fits under the square tabs. See **Figure 6** for the location of the jacks. For more information on installing adjuncts, refer to the section "Attaching Adjunct Equipment."

   WARNING: Correct cord types must be used when connecting terminals and associated components. Failure to use the correct cord and/or to properly insert the cord into the jack may cause voice/data terminal malfunction or equipment damage.

3 Snap one end of the coiled cord into the Handset jack (marked with the handset symbol) on the bottom of the voice/data terminal, as shown in **Figure 6**. Thread the handset cord through the handset cord routing channel.

WARNING: Do **not** insert the handset cord into the "ADJUNCT" jack. It will cause equipment damage.

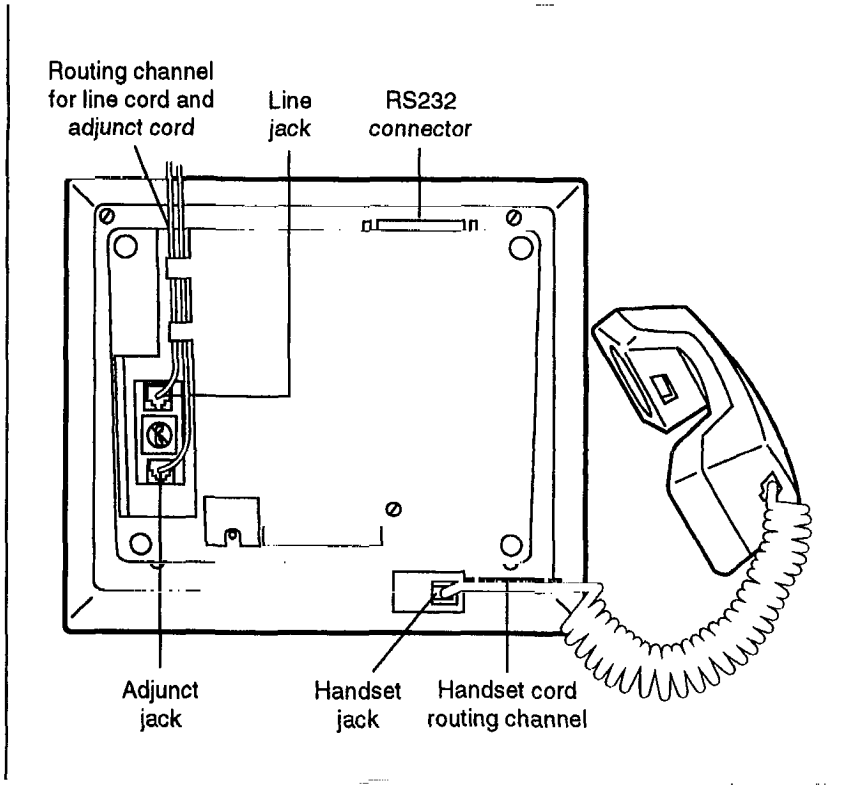


FIGURE 6 Line, Adjunct, and Handset Cord Routing for Desktop Installation

4 Turn the voice/data terminal right side up, with the front facing you.

5 Snap the free end of the handset cord into the handset and place the handset in the cradle.

6 Snap the free end of the line cord into the modular jack. Lift the handset and listen for the dial tone.

ATTACHING ADJUNCT EQUIPMENT

If you are installing a speakerphone (models AT&T S101A, S201A, or QUORUM® CS201A), a headset adapter (model AT&T 500A or the 507A adapter), or other adjunct that may be offered, follow these steps to connect the adjunct equipment to your voice/data terminal.

1 Place the voice/data terminal face down on a flat surface.

2 Snap the adjunct cord into the "ADJUNCT" jack until you hear a click. See **Figure 6** for the location of the "ADJUNCT" jack.

3 Route the adjunct cord through the channel. Refer to the "Desktop Installation" section for instructions.

4 Connect the free end of the adjunct cord to your speakerphone or headset adapter.

NOTE: Refer to the adjunct's installation documentation for its power requirements.

REMOVING THE DIRECTORY CARTRIDGE FROM AN 8520T AND TRANSFERRING THE CARTRIDGE TO ANOTHER 8520T TERMINAL

The 8520T voice options, such as Directory names and numbers, display contrast, selected ringing pattern, or display message timing, are stored in the Directory cartridge (labeled **DIR**) located in the back of the terminal. If necessary, an 8520T user can easily remove the DIR cartridge from one 8520T terminal and transfer the cartridge to another 8520T. In this way, all previously programmed Directory entries and options can be imported into the new set. Use the following directions for removing the DIR cartridge from an 8520T and installing the cartridge in another 8520T terminal.

Removing the Voice Terminal from Operation

If the voice/data terminal is in operation, you must disconnect the line cord and adjunct cord and RS232 cord (if necessary) before you can remove the DIR cartridge. See **Figure 6** for the location of the jacks.

1 Pick up the handset (you can leave it connected with the voice/data terminal) and lay it aside.

2 Turn the voice/data terminal over so you can see the bottom of the set. Disconnect the line cord from the Line jack and the cord of any adjunct equipment from the Adjunct jack. Disconnect the RS232 cord from the rear of the set, if applicable.

Removing the Voice Terminal Stand

Before you can remove the DIR cartridge from an 8520T terminal, you must remove the voice/data terminal desktop stand from the bottom of the voice/data terminal. To remove the stand, follow these directions.

1 Place the voice/data terminal face down on a flat surface. The Bar Code label on the bottom of the set should be toward you.

2 With a flat-blade screwdriver, remove the screw from the lower center of the desktop stand. See **Figure 7** for the location of the screw.

3 Slowly rotate the bottom of the desktop stand up toward the top of the voice/data terminal.

4 Then carefully lift the upper two tabs on the top of the stand out of the upper tab slots.

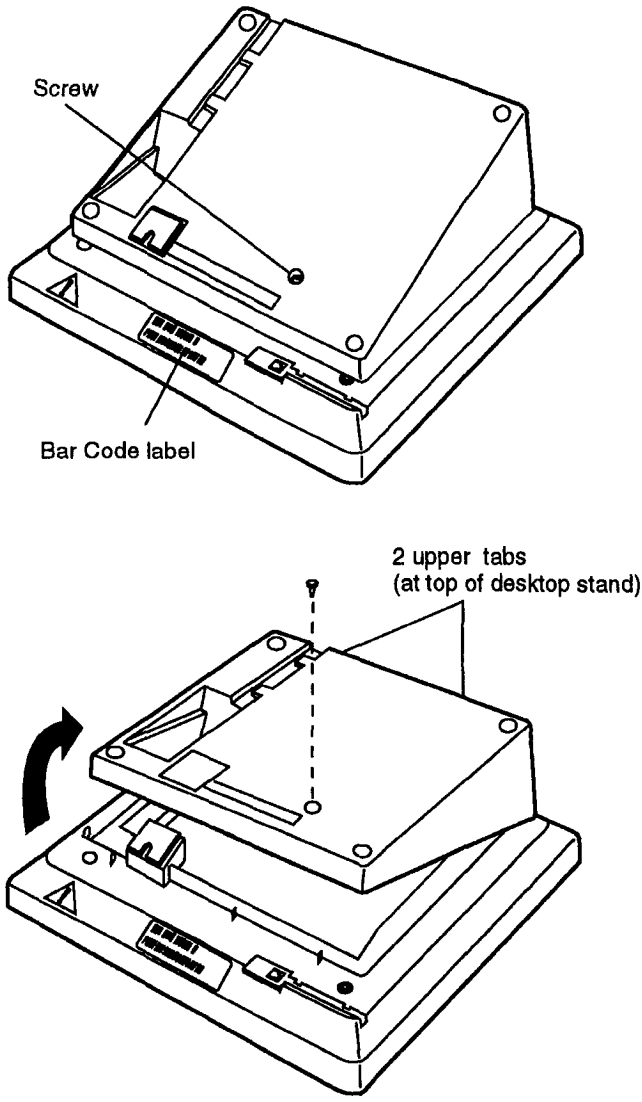


FIGURE 7 Removing the Voice Terminal Desktop Stand

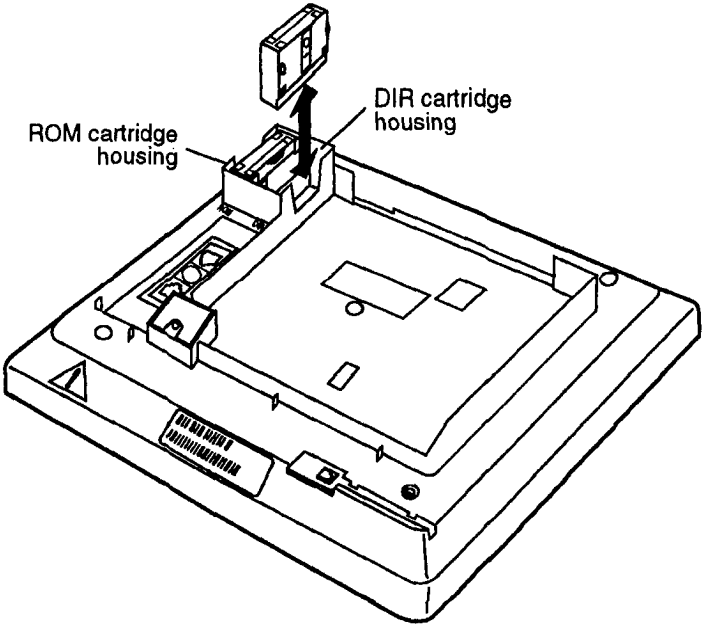
Removing the DIR Cartridge from the Voice Terminal

The DIR cartridge and ROM cartridge housing is located at the upper left of the bottom of the voice/data terminal. See **Figure 8** for the location of the cartridge housing. (Again, the Bar Code label on the bottom of the set should be toward you.)

Important: Notice the DIR cartridge is installed on the right side of the cartridge housing, and the ROM cartridge is installed on the left side. DO NOT REVERSE THESE TWO CARTRIDGES.

1 With thumb and forefinger, grasp the DIR cartridge, pressing inward on the circular tab, and lift the cartridge from the righthand side of the cartridge housing. See **Figure 8** for the location of the DIR cartridge housing.

2 Put the cartridge aside so you can later install it in another 8520T terminal.



IGURE 8 Removing (and Installing) the DIR Cartridge

Reinstalling the Desktop Stand

1 Carefully replace the desktop stand by placing the upper two desktop stand tabs in the voice/data terminal slots at the top of the set.

2 Slowly lower the desktop stand onto the bottom of the voice/data terminal.

3 Replace the screw in the hole from which you removed it. See ***Figure 7***.

Connecting the 8520T to the System

Next, reconnect the cords of the 8520T voice/data terminal. See **Figure 6** for the location of the jacks.

1 Plug in the line cord into the Line jack, and plug in the adjunct equipment cord into the Adjunct jack, if necessary.

2 Turn the voice/data terminal right side up, with the front facing you.

3 Snap the free end of the line cord into the wall jack. Lift the handset and listen for the dial tone.

Installing the DIR Cartridge in Another 8520T Terminal

In order to install the DIR cartridge in another 8520T terminal, use the following procedure. (In general, the procedures for removing and for installing the DIR cartridge are the same.)

1 Unplug all of the cords from the voice/data terminal into which you are installing the DIR cartridge. See "Removing the Voice Terminal from Operation" in this section of the manual.

2 Remove the screw from the lower center of the desktop stand. See **Figure 7** for the location of the screw. Lift the desktop stand from the bottom of the voice/data terminal. See "Removing the Voice Terminal Stand" in this section and refer to **Figure 7**.

3 Carefully, lower the new DIR cartridge into the righthand slot of the cartridge housing. Push down on the cartridge until you hear and feel it click into place. For the location of the cartridge housing, see **Figure 8**.

4 Replace the desktop stand and replace the screw in the hole from which you removed it. See "Reinstalling the Desktop Stand" in this section.

5 Reconnect the cords of the 8520T terminal. See "Connecting the 8520T to the System" in this section.

Technical Description

Physical Dimension and Weight

The desktop-mounted voice/data terminal measures

- 11 1/2 inches (29.1 cm) wide
- 10 1/4 inches (26 cm) long (from front to rear of set)
- 5 3/8 inches (13.66 cm) high (with handset)
- 4 3/4 lbs (2.17 kg)

Power Requirements

The 8520T voice/data terminal requires auxiliary power. If the 8520T replaces an already-existing terminal which uses auxiliary power, the power supply currently being used will suffice. If a new power supply is being ordered for the 8520T terminal, use either the MSP-1 (local) Power Supply or the 1145A Bulk Power Supply.

Environmental Requirements

The 8520T can operate in temperatures ranging from 40 to 120 degrees F (4 to 48 degrees C) and relative humidities ranging from 5 to 95 percent. However, at low relative humidities (often during winter months), some additional protection against excessive static electricity buildup may be required, depending on the materials (such as nylon) present in carpeting, chairs with castors, and even clothing. Commonly available methods of protection include antistatic sprays for carpeting and antistatic mats to put under chairs with castors.

Index

A

Adding a group name
  into the Directory, 32
Adding numbers and names
  into the Directory, 32
Adjunct equipment
  attaching, 100
Adjunct jack
  connection, 98, 99, 100
  description, 8
  location, 99
Adjusting the volume
  receive, 13
  speaker/speakerphone, 13, 17, 18
  tone ringer, 87
Answered Call Log, 66
Answering calls, 13

B

Buttons
  call appearance, 6
  Conference, 6
  dial pad, 6
  display control, 6
    Dir, 6, 11, 23
    Menu, 6, 21
    Next >, 6, 23
    < Prev, 6, 23
  Drop, 6
  Exit, 7, 11, 21
  Hold, 7
  Mute, 7
  Redial, 7
  Speaker, 7
  Transfer, 7
  Volume control, 7

C

Call Log, 10, 59
  indication of new
    unanswered calls, 63
  Indicator, 63
  locking, 71
  setting, 59
    all calls, 63
    turning on or off, 61
    unanswered calls only, 62
  turning on or off, 61
  unlocking, 73
  viewing calls
    answered incoming, 66
    outgoing, 68
    unanswered incoming, 59, 65
Call Log Indicator, 10
Call Progress, 10
Calls
  answering, 13
  Conference, 14
  Drop, 14
  ending, 13
  Hold, 15
  message retrieval of, 15
  Mute, 16
  placing
    from dial pad, 13
    from Dir button, 57
    from Directory softkey, 54
  Redial, 16
  speakerphone, 17
  Transfer, 19
Changing the password, 74
Choosing a Home Screen, 76
Clock, 12
  setting the, 26
Conference, 9, 14
Contrast, 10
Contrast display level
  setting the, 84
Creating the password, 72, 74

D

Data, 10
Data Indicator, 10
Deleting an entry in the Directory, 41
Designation card, 6
  installing, 96
  labeling, 96
Dial pad, 6
Dir button, 11, 23, 57
Directory, 10
  adding, 32
  calling, 54, 57
  deleting, 41
  editing, 38
  locking Directory changes, 71
  moving entries to another group, 47
  number of names on page, 11, 93

organizing, 43
renaming groups, 44
searching for an entry, 50
selecting a Directory page to be Home Screen, 78
unlocking Directory changes, 73
viewing, 54
Directory cartridge
installing, 101
removing, 101
transferring, 101
Display, 6
contrast level
setting the, 84
control buttons, 6, 20, 23
messages, 22
Display Rate, 11
Done
responding to, 23
Drop, 9, 14

E

Editing the Directory, 38
Entering a group name into the Directory, 32
Entering a number and name into the Directory, 32
Entering Softkey Mode, 21
Exit button, 11, 21
Exiting Softkey Mode, 22
Exiting to Home Screen, 21

F

Feature descriptions
display, 10
softkeys, 10
voice, 9
Features accessed with the display and softkeys, 10, 20
Flowchart of softkey display screens, 23

G

Group name into Directory
adding, 32
editing, 38
entering, 32
Groups
adding group name, 32
editing group name, 38
entering group name, 32
moving entries to another group, 47
organizing Directory by groups, 43
renaming, 44
selecting a group as Home Screen, 80

H

Handset, 7
Handset jack
connection, 98, 99
description, 8
location, 99
Hold, 9, 15
Home Screen, 11
choosing, 76
exiting to, 21
selecting a Directory page, 78
selecting a group, 80

I

Information tones
turning on or off, 91
Installing
adjunct equipment, 100
designation card, 96
Directory cartridge, 101
handset cord, 98
line cord, 98
telephone number card, 96

L

Labeling
designation card, 96
telephone number card, 96
Line jack
connection, 98, 99
description, 8
location, 99
Lock feature, 11
padlock icon, 23, 72
Locking
Call Log, 71
Directory changes, 71
Softkeys, 71

M

Main Menu, 21
Menu button, 21
Message light, 7

Message type, 11
Messages
  retrieving, 9, 15
  setting display rate of screens, 88
  setting types shown, 88
Moving entries to another group, 47
Mute, 9, 16, 18

N

Names
  setting number of, 93
Next button, 23
Number and name into Directory
  adding, 32
  deleting, 41
  editing, 38
  entering, 32

O

Options
  Call Progress, 21
  display contrast, 84
  display messages, 88
  display rate, 88
  Home Screen, 76
  information tones, 91
  number of names
    on Directory page, 93
  ringing pattern, 86
  setting the Call Log, 61
Organizing the Directory, 43
Outgoing Call Log, 68

P

Padlock Icon, 23
Password
  changing, 74
  creating, 72, 74
  removing, 74
Personalized Ring, 11
  selecting, 86
Placing calls
  from dial pad, 13
  from Directory
    using Dir button, 57
    using the softkeys, 54
Prev button, 23

Q

Quit
  responding to, 23

R

Rate
  setting viewing time
    of display messages, 88
Redial (Last Number Dialed), 9, 16
Removing
  Directory cartridge, 101
  password, 74
Renaming groups, 44
Ring option
  selecting a personalized pattern, 86
Ringer
  adjusting the volume, 87

S

Screen
  display rate, 11, 88
  message type, 11
  messages, 88
Searching for an entry in Directory, 50
Selecting a personalized ring, 86
Self-Test, 11, 82
Set Clock, 12
Set Speakerphone, 12
Set up, 61
Setting
  Call Log, 59
    all calls, 63
    turning on or off, 61
    unanswered calls only, 62
  clock, 26
  display contrast level, 84
  information tones, 91
  message display rate, 88
  message types, 88
  number of names on Directory page, 93
  ringing pattern, 86
  speakerphone, 29
Softkeys
  Call Log, 59
  clock, 26
  contrast, 84
  description of, 7, 20
  Directory, 32
  done, 23
  enter, 21

exit, 22
flowchart, 23
Home Screen
choosing, 76
information tones, 91
locking, 71
Main Menu, 21
message display rate, 88
number of names on
Directory page, 93
personalized ring, 86
quit, 23
Self-Test feature, 82
speakerphone, 29
unlocking, 73
Softkeys display screens
flowchart, 23
Speaker, 9, 17
adjusting the volume, 13, 17
Speakerphone, 9, 17, 29
adjusting the volume, 13, 18
setting, 29

T

Technical description, 105
Telephone number card, 7
installing, 96
labeling, 96
Tone ringer
adjusting the volume, 87
Tones, 12
description, 96
setting, 91
Transfer, 10, 19
Transferring
Directory cartridge, 101

U

Unanswered Call Log, 59, 65
Unlocking
Call Log, 73
Directory changes, 73
Softkeys, 73

V

Viewing
Call Log
answered incoming, 66
outgoing, 68
unanswered incoming, 59, 65
Directory entry, 54
Voice Features, 13

We'd like your opinion.

AT&T welcomes your feedback on this document. Your comments can be of great value in helping us improve our documentation.

Integrated Services Digital Network (ISDN)
8520T Voice/Data Terminal Feature Package 3 User's Manual
AT&T 555-021-758, COMCODE 107040073,
Issue 1, November 1993

1. Please rate the effectiveness of this document in the following areas:

	Excellent	Good	Fair	Poor
Ease of Finding Information				
Clarity				
Completeness				
Accuracy				
Organization				
Appearance				
Examples				
Illustrations				
Overall Satisfaction				

2. Please check the ways you feel we could improve this document:

- ☐ Improve the overview/introduction
- ☐ Improve the table of contents
- ☐ Improve the organization
- ☐ Add more figures
- ☐ Add more examples
- ☐ Add more details
- ☐ Make it more concise
- ☐ Add more step-by-step procedures/tutorials
- ☐ Add more troubleshooting information
- ☐ Make it less technical
- ☐ Add more/better quick reference aids
- ☐ Improve the index

Please add details about your major concerns.

3. What did you like most about this document?

4. Feel free to write any comments below or on an attached sheet.

If we may contact you concerning your comments, please complete the following:

Name: ___ Telephone Number: (____)

Company/Organization: Date:

Address: _____

When you have completed this form, please fold, tape, and return to address on back. Thank you.

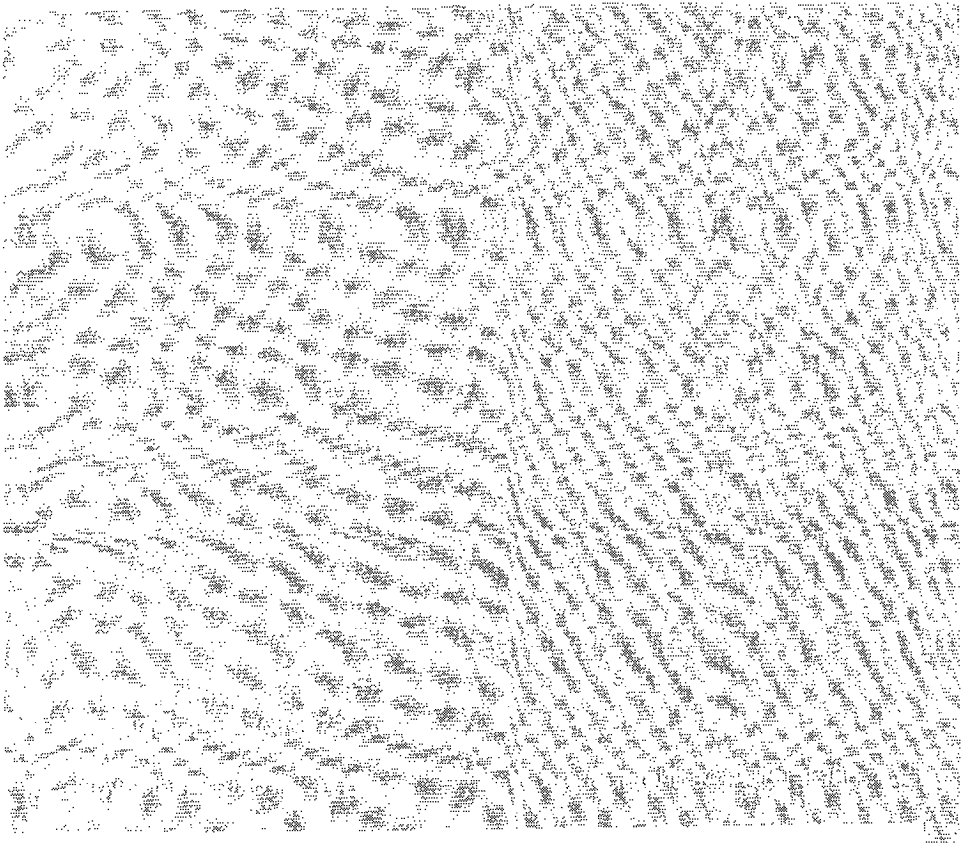
Fold Here First

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 785 MORRISTOWN, NJ

POSTAGE WILL BE PAID BY ADDRESSEE

AT&T
GBCS Product Documentation
Development Group
Room 4K-361
200 Laurel Avenue
Middletown, NJ 07748-9976



Reprinted with permission

For internal use only